

**FINANCIAL LIABILITY SUMMARY FOR PROPERTY LOSSES**

SUMMARY OF \_\_\_\_\_ ACCOUNTABLE PROPERTY LOSSES FOR FISCAL YEAR  
 (Area or Headquarters)

- PART 1**  
**CATEGORIES OF PROPERTY:**
1. Info Tech (computers and their peripheral devices), Communications Equipment, Audio/Visual/Office (Corp.) Equipment.
  2. Curricular (TechEd, Science, Photographic, Instruments and Lab Equipment).
  3. Administrative - Curricular Support Equipment (Motorcycles, Agricultural Equipment, Material Handling Equipment, Refrigeration/AC, Electric/Power Equipment, SpecEd/Clinic Equipment, Training Aids/Devices).
  4. Other (Weapons, Furniture, Musical Instruments, Recreation and Athletic, Home Economics).

a. ACTIVITY	TYPE OF PROPERTY								f. TOTAL \$ VALUE	g. TOTAL % LOSS
	b. CATEGORY 1		c. CATEGORY 2		d. CATEGORY 3		e. CATEGORY 4			
	\$	%	\$	%	\$	%	\$	%		
<b>h. TOTAL BY AREA OR HQ*</b>										

\*NOTE: For Headquarters, please break out by hand receipt holder.

- PART 2**  
**CAUSES OF LOSS:**
- |   |   |
|---|---|
| 1. Annual Inventory discovery.              | 3. Unaccounted Use, Collusion, Fraud, Theft, Vandalism. |
| 2. Natural Disaster, Accident, Fire, Smoke. | 4. Other.   |

a. ACTIVITY	REASON FOR LOSS								
	b. CAUSE 1		c. CAUSE 2		d. CAUSE 3		e. CAUSE 4		
	\$	%	\$	%	\$	%	\$	%	
<b>f. TOTAL BY AREA OR HQ*</b>									

\*NOTE: For Headquarters, please break out by hand receipt holder.