

INSTITUTION PROPERTY LOSS REPORT

QUARTER ENDING

Location of Loss	Item Description	Decal #	Serial #	Date of Loss	Cost/Value	Cause of Loss

Note for Preparer: *The Property Loss Report should list property items individually and should include all related data as reflected on the property inventory list. This information may be forwarded to TBR on an Excel spreadsheet with a brief narrative explaining how the loss occurred. Each property damage report should include a detailed description of the loss and the estimated cost.*