

**Dexter Community Schools
Personal Property Loss Claim Form**

Dexter Community Schools employees who experience a personal property loss at home or at work that is related to their employment may file a claim for reimbursement using this form. All claims will be reviewed at the end of the school year. Valid claims will be reimbursed within a total budget of \$1,000. If all valid claims submitted exceed a total of \$1,000, preference will be given to unavoidable losses such as damage to a car in the school lot. Losses that could have been prevented by use of better judgment – such as the loss of cash from an unsecured location – will be deemed less worthy. If all claims of equivalent worthiness still exceed \$1,000, the claim reimbursements will be prorated.

Name _____

Building/Department _____

Date of Loss _____

Location of Loss _____

Your out of pocket cost of the loss \$ _____

Describe your loss:

Why do you feel the loss is employment related?

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- 1) Attach all cash register/detailed receipts.
 - 2) Submit the completed form to your building principal/director for signature.
 - 3) Forward the completed Personal Property Loss Claim Form and receipts to the Business Office.
 - 4) All claims are due on the last student day of the school year.
 - 5) Claims will be evaluated and reimbursed on or about June 30.

Employee Signature _____ **Date** _____

Administrator/Director Signature _____ **Date** _____

For Business Office Use:		<input type="checkbox"/> Approved <input type="checkbox"/> Denied
Date	Account # 11-1259-3990	Amount \$