Church Property Damage—Loss Report

THE CHURCH OF
JESUS CHRIST
OF LATTER-DAY SAINTS

Fax this report to:
Church Property Loss Team
Risk Management Divison
Fax Number 1-801-240-1728
Telephone 1-800-453-3860 ext. 2-3239

For use in the United States and Canada.

General Information

Church unit damaged (Complete name of stake and ward(s) or department)		**CFIS Business Unit,Dept ID, & Account**	
Complete address of unit		Property number (Complete CFIS Project ID)	
Name and title of contact person (FM group name if applicable)		Date of loss	Time of loss
Complete work address of contact person	Telephone Number	Fax Number	E-mail address
Name and title of investigating police officer (Req. for all crime losses)	Case or file number	Date reported to Risk Management	

Summary of Loss

Contents (Items should be listed in the Purchasing Requisition Guide) Include Information Systems Order Form if loss includes damage to computers.	Contents replacement cost (itemized from page 2)	Currency	Amount
Facility	Structural repair cost (itemized from page 2)	Currency	Amount

Provide a summary of facts and circumstances. Attach photographs when appropriate.

Forcibly Entry (Describe how access was gained.)

◉ Yes
○ No

Preventive Action (NOTE: This section must be completed.)

What measures have been taken to prevent a recurrence?

Authorization Signatures verify that all costs are directly related to the loss without improvement or enhancement.

Signature of facility manager or department manager (All losses)	Manager Telephone (with area code)
Signature of regional manager or department controller (Losses greater than $25,000)	Date
Signature of DTA or department managing director (Losses of $100,000 and greater)	Date

Printed 11/18/2008 06/05 36445

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Church unit damaged: Date of Loss:

	Contents (List by item, and enclose purchase requisitions)	PRG item number	Quantity	Account	Category	Replacement cost
				CFIS accounting codes		
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
				Contents total		

	Structural damage List by major types of work, provide copies of bid(s) or estimate(s) One bid if U.S. $2,000—4,999; two bids if U.S. $5,000—100,000	Estimated payment date	Account	Category	Bid amount
			CFIS accounting codes		
A					
B					
C					
D					
E					
F					
G					
			Structural repair total		
			Contents and structural repair total		