

AP 410-1 Personal Property on District Premises – Claim Form

This form must be received by the Finance department within 30 calendar days of the incident.

NOTE:

- The school principal shall be notified immediately. The loss must have occurred while conducting school district activities.
- Payments made under this claim form are considered to be taxable benefits and will be included on the employee’s annual T4, per requirements from the Canada Revenue Agency.
- Employees filing a fraudulent claim will be subject to disciplinary action, including potential termination of employment.

Employee’s Statement:

Name of Employee _____ Employee # _____

Employee address: _____

Teaching Staff Support Staff Other

Location of Incident _____ Date of Incident _____

Type of loss: Vehicle Personal property loss of professional material

Suspected cause: Hit and run Vandalism Other

Estimated Cost of Repairs \$ _____ Police file # _____

Lesser total repairs or deductible \$ _____ ICBC claim # _____

Receipts attached (submit original receipts to receive reimbursement)

Details of the Incident: _____

Employee Signature _____ Date _____

Principal/Manager Verification

I have reviewed the damage to the employee’s vehicle and believe the likely cause was as claimed by the employee (above) and was not a result of the employee’s negligence.

I agree the loss of personal property was not a result of negligence on the part of the employee and was sustained while conducting school activities, as per Admin Procedure 410.

Principal/Manager Signature _____ Date _____

Approved for payment

Director of Finance Signature _____ Date _____