

# *APPENDIX "C"*

## *RICHLAND COUNTY*

### *Property Damage Report*

**Damage Report Number:** \_\_\_\_\_

<b>Date:</b>	<b>Department:</b>	<b>Supervisor:</b>
<b>Employee(s) Involved:</b>		
<b>Date of Accident:</b>	<b>Time of Accident:</b>	<b>Date Reported:</b>
<b>Reported to Whom:</b>	<b>Employee(s) Reporting Damage:</b>	
<b>Description of Damaged Property:</b>		
<b>Description of Incident Causing Damage:</b>		
<b>Estimated Cost of Repair:</b>	<b>Estimated In-House Repair Time:</b>	
<b>Employee's Explanation Of Incident:</b>		
<b>Supervisor's Notes Pertaining to Incident:</b>		
<b>Employee Signature:</b>		
<b>Supervisor Signature:</b>		