



## Weather Related Damaged Property Procedures

- No State purchased property damaged through a weather related event is to be disposed of by a School without prior approval from the Louisiana Department of Education's Property Control Manager and the Louisiana Property Assistance Agency.
- Any State property damaged from a weather related event must be stored by the School until given permission by The Department's Property Control Manager to move forward with the disposal of the property.
- The School must notify The Department's through email or phone call within 72 hours of the weather related event.
  - Include the following information:
    - Date of the of the weather related event
    - An explanation of the damage sustained by the School and the State property during the weather related event
    - School contact person's name, email and phone number
    - Photos
      - Showing School Damage
      - All State purchased property damaged by the weather event
      - Include close up photos of individual damaged State purchased property, as well as, a photo or photos of all State purchased damaged property together.
  - A list of the State purchased property damaged during the weather event must include the following:
    - State Property Tag Number (if non-tagged – provide serial number)
    - Serial Number
    - Description of the Property
- If the weather related event causes a breakdown in the telecommunication infrastructure, the school must notify The Department's Property Control Manager at the first opportunity when communication is possible.
- Third Party Clean-Up Contractors are not to dispose of State purchased property without documentation and prior approval from The Department's Property Control Manager and the state of Louisiana. No exceptions will be made.
- If State purchased property is disposed of without prior approval from The Department and the Louisiana Property Assistance Agency, the School will have to provide reimbursement for the lost property at its original purchase cost or provide a like kind replacement.
- All required documentation must be forwarded to the Louisiana Department of Education's Property Control as soon as possible.

Please contact the Louisiana Department of Education Property Manager, Lori Rumfola via email [lori.rumfola@la.gov](mailto:lori.rumfola@la.gov) with any questions.

