

Hamburg School District

30 Linwood Avenue

Hamburg, New Jersey 07419

Lost or Damaged Materials Form

Student Name _____

Date _____

Teacher _____

Item Lost or Damaged _____

Was item lost? Y or N

Description of damage to item _____

Is item reusable? Y or N

Charge for loss or damage as per chart below _____

Loss or damage	Fine
Lost book issued in new condition	80% of list price
Lost book issued in good condition	60% of list price
Lost book issued in fair condition	40% of list price
Lost book issued in poor condition	20% of list price
Broken bindings	\$1
Defaced cover	50 cents
Missing pages	25 cents per page
Loose or torn pages	10 cents per page
Marks not damaging to text	5 cents per page
Marks damaging to text	25 cents per page
Dog-eared pages	10 cents per page
Soil not damaging to text	5 cents per page
Soil damaging to text	25 cents per page
Book so damaged (by water or otherwise) as to be unusable	Same as for lost books
Lock – damaged or lost	\$5

Amount of payment received _____

Date _____

Business Office – White Main Office – Yellow Student - Green