INSTRUCTIONS FOR OP504

1. Required Enclosures:

a. Proof of payment:

i.e., Either a copy of credit card receipt or statement definitively identifying lost or damaged item(s); cancelled check, or a receipted paid bill on the vendors letterhead.

b. Copy of Incident Report and/or Police Report as required. (NOTE: Certain field assignment losses incurred by force and/or violence WILL NOT be reimbursable unless the claim is accompanied by a police report)

c. Notice of reimbursement from insurance company, if applicable.

2. Mailing Instructions

Sign the original OP 504 and one (1) copy. Mail original, copy and enclosures to:

New York City Board of Education
Division of Personnel
Claims Unit
Room 10 - 2nd Floor, 65 Court Street
Brooklyn, New York 11201

CONTINUED FROM FRONT OF FORM:

7. Detailed Decription of Incident (continued from front page):

8. Items Claimed (continued from front page)

ARTICLE	COST	DATE PURCHASED	STORE & LOCATION