

**CLAIM FORM**

**TO: Office of the Vice President  
for Administrative Services  
Monterey Peninsula College  
980 Fremont Street  
Monterey, CA 93940**

1. Claims for death, injury to person, or to personal property must be filed not later than six (6) months after the occurrence (Govt. Code, Section 911.2)
2. Claims for damages to real property or breach of contract must be filed not later than one year after the occurrence (Govt. Code, Section 911.2)

\_\_\_\_\_  
Name of Claimant DOB Phone No.

\_\_\_\_\_  
Address City Zip

**WHEN** did damage or injury occur? \_\_\_\_\_

**WHERE** did damage or injury occur? \_\_\_\_\_

**HOW** and under what circumstances did damage or injury occur? \_\_\_\_\_

\_\_\_\_\_

**WHAT** particular action by the District or its employees caused the alleged damage or injury: (Include names of employees, if known) \_\_\_\_\_

\_\_\_\_\_

**WHAT** sum do you claim: Include the estimated amount of any prospective loss insofar as it may be known at the time of the presentation of this claim, together with the basis of computation of the amount claimed; attach estimates or invoices, if possible. (If amount claimed exceeds \$10,000, no dollar amount shall be stated).

\_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

**Total Amount Claimed** \$ \_\_\_\_\_

If total amount claimed exceeds \$10,000, is this a Limited Civil case? Yes \_\_\_\_\_ No \_\_\_\_\_

**NAMES** and addresses of witnesses, doctors and hospitals: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

DATE: \_\_\_\_\_

\_\_\_\_\_  
Signature of Claimant

NOTICE: Section 72 of the California Penal Code provides: "Every person who with intent to defraud, presents for payment to any School District any false or fraudulent claim, is guilty of a felony punishable by fine and/or imprisonment."