



<b>BUSINESS POLICY AND PROCEDURE MANUAL</b>	Date Issued: 9/90	Revision Date:	Page: 1 of 1
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	Section: REPORTING ACCIDENTS & INCIDENTS		
Subject: LOSS OF MONEY, SECURITIES & PROPERTY			

GENERAL STATEMENT OF POLICY

1. **Report all losses immediately** - Any theft or disappearance (loss) of University money, securities, property or equipment or property of employees, students or guests, wherever located, is reported immediately by telephone to the Public Safety Office.
  
2. **Losses to be reported** -
  - A. Losses of property of employees, students or guests.
  - B. Losses of property or equipment owned, rented or leased by the University for which the University has legally accepted custody and responsibility.
  - C. The acceptance of any post office or express money orders in exchange for merchandise, money or services which are not valid or redeemable.
  - D. The acceptance of counterfeit United States or Canadian paper currency.
  - E. The forgery or alteration of, on or in any check, draft, promissory note, bill of exchange or similar written promise.
  
3. **Statements regarding losses** - Employees should not make any statement regarding a loss to anyone other than:
  - A. Staff of the Department of Public Safety Office
  - B. Director of Business Operations
  - C. Vice President for Finance and Administration



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OPERATING PROCEDURES

**1. If forced entry or known robbery or burglary -**

- A. Telephone the Department of Public Safety Office immediately at Extension 2215.
- B. Contact supervisor or administrative head immediately.

**2. If no forced entry but apparent loss, contact supervisor or administrative head immediately -**

A. Supervisor or Administrative Head

- i. Determine if actual loss has occurred by checking that property, money or securities have not been temporarily transferred or relocated.
- ii. Immediately after initial discovery of loss, contact the Department of Public Safety.
- iii. Immediately after loss, prepare and submit a Theft Report to:
  - The Department of Public Safety
  - Director of Purchasing
  - Facilities Management

B. Public Safety Office -

- i. Notify Facilities Management and the Director of Purchasing of loss by telephone. If property loss, loss of money or securities, notify Vice President for Finance & Administration.
- ii. Notify other law enforcement agencies as necessary.
- iii. If investigation is not completed within 30 days, make preliminary report to Facilities Management.

C. Facilities Management -

- i. Review report and determine if loss is covered and reimbursable under provisions of any insurance policy.
- ii. If loss is covered & reimbursable, file claim.



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iii. If loss is not covered or reimbursable, notify Vice President for Finance & Administration.

iv. Receive and forward all claim payment checks to Cashier's Office for processing.

D. Cashier's Office -

i. Initiate a receipt.

ii. Make machine copy of receipt and forward it to Facilities Management.