PURPOSE

The purpose of this procedure is to outline the steps for reporting missing/stolen property.

PROCEDURE

1. In order to ensure that proper action is taken in the case of stolen college property, it is necessary that the incident be reported to the Vice President for Administrative Services and to a Security Officer as soon as the theft is discovered.

2. Security will complete an incident report and notify law enforcement officials as appropriate.

3. The Vice President for Administrative Services will notify procurement and inventory control as necessary and ensure that the necessary reports are completed and sent to the insurance company.