

## ***LOSS OR THEFT OF SYSTEM OWNED PROPERTY***

System workers are expected to take reasonable precautionary measures to safeguard System property in their custody. Money, publications for sale, cameras, projectors, and similar items should not be left in unlocked cars, or on top of desks overnight or when away from the office during the day. System workers may be required to pay for property lost or stolen in cases where they have failed to follow the notification procedure as soon as loss or theft has been discovered and/or when negligence occurs.

### **Off-Campus**

When a loss or theft of System property is discovered, all of the known facts and circumstances should be furnished immediately to the appropriate local law enforcement agency (city, police, state office, or sheriff's office), and use form EMS-6 (submit 3 copies with original signatures) to notify your District Administrative Director. The DAD will make an investigation and make recommendations to the Administrative Services Office through the Associate Director, Rural and Traditional Programs.

### **On-Campus**

Members of the on-campus staff should report immediately to the Administrative Services office the loss or theft of any System property assigned to them. If such thefts should occur while they are away from the office, they should report it to the appropriate law enforcement agency in the community where the theft occurred. Loss or theft of System property should be reported to the Administrative Services office on Form EMS-6 (submit 3 copies with original signatures).

Administrative Services is responsible for filing insurance paperwork with the University Office of Risk Management and Real Estate Services.