

PROCEDURES FOR REPLACEMENT OF LOST AND STOLEN EQUIPMENT

To enhance procedures in ensuring staff and student accountability, the following procedures are to be utilized in reporting a loss to the Risk Management and Safety Department:

1. Immediately after a loss is discovered, Special Investigative Unit (SIU) and local police department **must** be notified. Advise the officer of each item (including the BPI number) that is missing. Items will not be replaced if they are not listed on the police report. In addition, items that are reported lost and stolen from any location other than SBBC grounds must include a fully executed property pass.
2. Only items utilized in educational and business related activities, **with a value of \$1000 or more**, will be considered for replacement.
3. Items that have not been recorded in the Broward County School Board Property and Inventory Records will not be considered for replacement.
4. The full replacement of camcorders (video cameras, VCR's) will not be considered unless the report is associated with a catastrophic loss. If the camcorder is lost under any other circumstances, the requesting school or department must fund 50% of the replacement cost.
5. Materials and supplies will not be considered for replacement unless the report is associated with a catastrophic loss.
6. Replacement will not be made for equipment if the required information is not submitted **within 30 days of the loss**.
7. Replacement will not be made for the property used in extra curricular activities unless the report is associated with a catastrophic loss. This includes but is not limited to band and football uniforms.
9. Replacement of lost or stolen laptop computers that are assigned to employees will be funded 40% by the requesting school or department. The Risk Management, Safety and Benefits Department will participate in funding the remaining cost. Reimbursement for employee assigned laptops will only be funded by the Risk Management, Safety and Benefits Department on a one time only basis.

TO REPORT A LOSS: A police report that delineates each item stolen and its respective property control number, along with a vendor requisition listing the replacement item(s), a Tangible Personal Property Reconciliation Form, and the First Report of Incident form from SIU must be submitted within 30 days from the date of the loss. For partial funding, a budget transfer form must also be submitted with the package.

If you have any questions, or require additional information, please contact Office of Management/Facility Audits at 754 321-2400.

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