

P3713 REPLACING DAMAGED, STOLEN, OR MISSING ITEMS

BOARD POLICY:

When the loss of all items in a single occurrence total \$500 or more, district owned property and/or cash that has been stolen or damaged may be replaced subject to the conditions of coverage outlined under the district's purchased insurance coverage.

Administrative Implemental Procedures:

1. Monies for anticipated losses shall be budgeted in the appropriate funds and transferred to the Self-Funded Insurance Reserve Fund annually.
2. The building principal shall report the loss of property immediately upon discovery to the Security Office and Employee Benefits & Insurance Management, not to exceed 90 days of the occurrence. The Security Office shall conduct an investigation, prepare a report and determine if a police case should be filed within 24 hours. The security report shall include but not be limited to an itemized listing of all missing or damaged property. A copy of the security report shall be immediately forwarded to the appropriate supervisor(s) and the Employee Benefits & Insurance Management Office within 72 hours.
3. The building principal shall report the loss of cash immediately upon discovery to the Security Office and Employee Benefits & Insurance Management, not to exceed 30 days of the occurrence. The Security Office shall conduct an investigation, prepare a written report, and determine if a police case should be filed within 24 hours. Financial Services shall conduct an audit at the building site to determine the exact cash loss as verified by appropriate receipts. The audit will also determine if school district cash control procedures as outlined in the Activity Fund Manual were followed. If district accounting procedures were not followed or if the loss cannot be verified, the coverage will be denied. A copy of the audit report shall be immediately forwarded to the appropriate supervisor(s) and the Employee Benefits & Insurance Management Office within 72 hours.
4. Employee Benefits and Insurance Management shall wait a minimum of 30 days, after the receipt of the filed report, to determine if the lost property or cash are recoverable.
 - a. Property that has been stolen, damaged, or property that has mysteriously disappeared should be listed on the inventory kept by Instructional Support or appear on the accounting department's records of past purchases, otherwise the supervisor requesting the repair or replacement will have to produce evidence of purchase before the property will be repaired or replaced.
 - b. The Employee Benefits & Insurance Management will prepare a purchase requisition reflecting a detailed description of the approved repair or replacement of the damaged or stolen property or cash. The purchase requisition shall be forwarded to the Purchasing Department for appropriate action.
5. Supply items (such as cassette tapes, stop watches, basketballs, etc.) may be requisitioned by the building principal at any time after the loss is known. Replacement of such items will be by purchase or stock requisition and will be charged against the sites per pupil allocation budget.

Administrative Responsibility: Human Resources - Employee Benefits & Insurance Management

Latest Revision Date: May 2019

Previous Revision Date: August 2011 P3713