

GE2029 - Lost or Stolen University Property

Issued: February 6, 2017

Responsible Official: Executive Vice President and Chief Operating
and Financial Officer

POLICIES

Responsible Office: Controller and Police Services

Policy Statement

This policy applies to all employees of the University of Memphis. All University employees should be concerned with the proper care and security of any equipment which they use or observe. Administrators at all levels of management should be aware of the risks and exposures inherent in their areas of responsibility, and should establish and maintain proper internal controls to provide for the security and accountability of all assets and other resources entrusted to them. It is the responsibility of each employee to report losses of state or institutional funds, property or other resources, whether by malfeasance or misfeasance (T.C.A. § 8-19-501).

Purpose

The purpose of this policy is to establish the process and procedures for reporting and resolution of lost or stolen University property or resources, including instances of theft or potential employee misfeasance. This procedure applies to all University property whether or not the property is recorded in the Equipment Inventory System.

Definitions

Lost Unable to be found or recovered.

Stolen To take without permission or right.

Sensitive Minor Equipment Particularly vulnerable to theft and has a cost between \$1,500.00 and \$4,999.99. Examples of items that may be viewed as sensitive minor equipment include: boats, boat motors, boat trailers, cameras, canoes, computers, audio and video equipment, microscopes, oscilloscopes, vector scopes, and other scientific equipment. All weapons, regardless of cost, should be considered sensitive minor equipment.

Property or Resources As used herein, shall refer to assets such as cash, gift cards, purchasing cards, or other financial resources, supplies, inventories, equipment and other fixed assets, real property, intellectual property, or data.

Procedures

Reporting to Supervisor An employee who becomes aware of lost or stolen property or resources must immediately notify his or her supervisor.

- Reporting to Police Services**
1. Lost or stolen items must be reported as soon as possible by the responsible department to [Police Services](#) (telephone emergency – 678-4357 or non-emergency 678-3848) in order for an Incident Report to be completed and an investigation to begin. When appropriate, Police Services will notify the Memphis Police Department.
 2. The responsible department will also file a [Report of Lost or Stolen Property](#) form with Police Services. The Report of Lost or Stolen Property shall be signed by the preparer and the department/activity head. In addition, it must be signed by the dean/director of the department/activity reporting the lost/stolen item. This final signature must be that of an individual who is one level above the department/activity from where the item is lost/stolen.
 3. It is imperative that each department file the Report of Lost or Stolen Property whenever University property is lost or stolen, whether or not the item is recorded in the Equipment Inventory System.
 4. Police Services may need to contact the department for more details or return the Report of Lost or Stolen Property form for corrections.

5. Police Services will forward a copy of the Report of Lost or Stolen Property form to the Accounting Office – Financial Reporting.

**Accounting Office -
Financial Reporting**

1. A Notification of Loss Report prepared by the Accounting Office – Financial Reporting, shall be used to report single incidents of losses of any property or resource immediately upon occurrence or discovery, of any value, which is the result of acknowledged or suspected fraud, waste or abuse by either an employee or a non-employee (for example, a vendor, contractor, or student.) The report will be submitted to the Office of Internal Audit.

2. An annual Property Loss Report is prepared by the Accounting Office – Financial Reporting, listing all items costing \$5,000 or greater or sensitive equipment with a cost of \$1,500 or greater and any items reported as fraud, waste or abuse. A copy will also be provided to the following University officials:

- President
- Chief Audit Executive
- Chief of Police
- Chief Financial Officer
- Assistant Vice President for Finance
- Controller
- Bursar

3. Occurrences that are potentially serious situations that would create public concern regardless of amount (e.g., the loss of certain chemicals) must be reported to the individuals listed in step 2 above and the State of Tennessee, Department of Treasury, and Office of Risk Management immediately, followed by a written report.

Office of Internal Audit

1. After a review of the Notification of Loss Report, the Chief Audit Executive will determine the scope of its investigation into the matter. At the conclusion of its investigation the Office of Internal Audit will issue a report on its investigation.

2. Each investigation report will be submitted to the following University officials:

- President
- Vice President for Business and Finance

- Chief Audit Executive
- Chief of Police
- Assistant Vice President for Finance
- Controller
- Bursar

3. The Chief Audit Executive will notify the State Comptroller of any unauthorized removal of property resulting from dishonesty by any University employee in accordance with T.C.A. § 8-19-501.

Insurance Claims

If the lost or stolen property exceeds \$25,000, the preparer of the Report of Lost or Stolen Property should contact the Accounting Office – [Financial Reporting](#) to initiate an insurance claim with the State of Tennessee, Department of Treasury, Office of Risk Management. For insurance claims, refer to [BF4031 – Insurance – Property, Liability and Other](#).

Equipment Records

1. Deletions from the equipment inventory records are necessary when items are lost or stolen. Refer to [BF4017 - Recharge and Service Center Activities](#) – Equipment Inventory for more information on the equipment inventory control program.

2. In the case of equipment which is determined to be actually lost or stolen, the equipment is deleted from inventory.

3. In cases where an equipment inventory item is lost or stolen and not located but Police Services believes that the item was not actually lost or stolen (i.e., was cannibalized without approval, probably traded in but not properly reported to the Accounting Office, etc.), the Accounting Office will determine if the items will be deleted from the equipment inventory.

4. Both Police Services and the Accounting Office will refer to the Assistant Vice President for Finance for follow up on any issues with management or failure to follow University procedures.

Cash Shortages or Losses

Cash shortages equal to or greater than \$500 should be reported immediately to the Office of Internal Audit and the Bursar's Office. For cash shortages, refer to [BF4021 - Cash Handling](#)

Losses involving acknowledged or suspected misconduct

If University property is lost or stolen due to negligence, refer to [BF4031 – Insurance – Property, Liability and Other](#).

Lost computing devices (University or personally-owned) containing restricted or individually identifiable data pertaining to students, employees, donors, retirees, vendors and others In addition to the above-mentioned reporting procedures for lost or stolen property, the department reporting lost or stolen computing devices should also contact the user of the device to determine the type of information, if any, stored on the device. If it is determined that restricted or individually identifiable data is included on the device, the Office of Information Technology Services and the Controller should be contacted to determine a response plan.

Reporting Fraud, Waste or Abuse When fraud, waste or abuse is suspected, the appropriate authorities should be informed. For additional information, see [BF4031 – Insurance – Property, Liability and Other.](#)

Recovery of Assets The University will take appropriate action to recover any assets lost as a result of fraud, waste, or abuse. Chief Financial Officer will be responsible for determining the feasibility and methods of pursuing recovery of assets.

Related Forms

Related Forms [Report of Lost or Stolen Property Form](#)

Property Loss Report

Notification of Loss Report

Links

Revision Dates

GE2029 – Revised March 22, 2018
UM1777 - Revised February 6, 2017
UM1777 - Issued: May 11, 2016

Subject Areas:

| Academic | Finance | General | Human Resources | Information Technology | Research | Student Affairs |
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