



Pajaro Valley Unified School District
Business Services, Risk Management
294 Green Valley Road
Watsonville, CA 95076-1359
Phone: (831) 786-2100, Ext. 2140 Fax: (831) 728-6922

STOLEN EQUIPMENT PROCEDURES

Reporting Stolen Equipment

Call the Police or Sheriff immediately:

Call the police or sheriff when any equipment valued over \$500 is stolen (computers, projectors, cameras, vehicles, musical instruments etc...). An incident number will be assigned by the police or sheriff.

Complete the paperwork:

The following forms are required to notify the District of theft of equipment over \$500:

- **Police Report** (purchased from the Police Department by the Site)
- **Vandalism Report** (available on Risk Management website) **IMPORTANT:** Write the account number to charge the computer theft deductible on the Vandalism Report.
- **Original Purchase Order** (*required for computer replacement only)

*The insurance company requires a copy of the original PO for the notification of stolen computer equipment. Sites should have a copy of all POs for computers on file. Contact the Purchasing Department if a copy of the original PO is unavailable.

Copy the paperwork to:

1. M&O
2. Risk Management
3. Purchasing
4. Keep a file copy at the Site



Stolen Equipment Check List

- Call the Police or Sheriff
- Purchase the Police Report from the Police Department
- Fill out Vandalism Report (available on Risk Management website).
- Find a copy of the Purchase Order (required for computer replacement)
- Pony forms to M&O, Risk Management, and Purchasing



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STOLEN EQUIPMENT PROCEDURES

Replacing Stolen Computer Equipment

Computer equipment is covered by District Insurance

District Insurance allows for replacement of stolen computer equipment.

This includes laptops, desktops, monitors, cables, software and printers, and LCD projectors only (digital cameras and other business machines are not covered).

The Insurance Deductible is \$250 per Occurrence

Computer equipment stolen from PVUSD property:

The Site is responsible for paying the \$250 insurance deductible per occurrence (not per computer). *Note the account number to be charged on the Vandalism Report form.*

Computer equipment stolen off Site:

The employee is responsible for paying the \$250 deductible for computer equipment stolen off site (home, care, at a conference etc...). Attach a personal check to the Police Report, Vandalism Report, and copy of original Purchase Order to be forwarded to Risk Management.

Creating Purchase Orders for the Replacement Computer Equipment

The PVUSD Department of Risk Management will create the PO for the Stolen Equipment.

The Site should not create a Requisition for the replacement of stolen computer equipment. Risk Management will enter the Requisition when the Police Report, Vandalism Report, and copy of original purchase order are received.

Receiving the Replacement

The Warehouse will tag the new replacement equipment and deliver it to the Site. When the replacement computer equipment arrives, print a copy of the new PO from Financial 2000 for your files.

Computer Specifications:

Replacement computers will meet current district standards, regardless of the specifications of the stolen computer.

Donated Computers:

If the stolen computer is valued over \$500 and has been tagged by the Warehouse, it is insured. Donated computers valued at less than \$500 are not covered. Attach a copy of the Technology Donation Form with the Police and Vandalism Reports.

Replacement of technology equipment NOT covered by District insurance:

All stolen technology equipment not covered by District insurance MUST be replaced by the Site. The Site will create the requisition using Site funds. This includes items such as scanners, faxes, cameras, etc.