

Frequently Asked Questions

about Stolen Equipment

What do I do when equipment is stolen?

The police or sheriff should be called and an incident number assigned by them. You will have to purchase the Police Report form from the Police Department. Fill out the vandalism report available from M&O. Submit the Police Report and Vandalism Report immediately to the:

- ❖ Risk Management in the Business Services Office
- ❖ Maintenance Department
- ❖ Purchasing Department

Keep a copy at the site.

This procedure is for all stolen equipment, whether or not it is covered by District insurance.

What stolen equipment is covered by insurance?

The District insurance allows for replacement of stolen computer equipment. This includes laptops, desktops, monitors, cables, software and printers only (digital cameras, LCD projectors and other business machines are not included)

How do I get the replacement for stolen computer equipment?

The following forms are required for each occurrence:

- ❖ Vandalism Report with acct number to charge the deductible
- ❖ Police Report (purchased from the Police Department)
- ❖ A copy of the original Purchase Order or PO Summary for the stolen equipment.

Submit the required forms to Risk Management, M&O and Purchasing Services. The Business Services Office will work with Purchasing Services to create a Purchase Order for the replacement. The Site will be charged the \$250 deductible for each occurrence.

How do I get a copy of the original Purchase Order for the stolen equipment?

If you do not know the purchase order number, contact Purchasing Services with the fixed asset tag number and they will give you the Purchase Order number. You should have a copy of all POs for computers on file. Contact Purchasing Services if the PO is not available.