

# STOLEN EQUIPMENT PROCEDURES

## Pajaro Valley Unified School District

### ***Quick Check List:***

- Call the Police or Sheriff
- Obtain Police Report
- Fill out Incident Report
- Find a copy of the Purchase Order
- Pony forms to Risk Management



***Call the Police or Sheriff non-emergency number immediately.***

### ***Complete the paperwork:***

~ **Police Report** (purchased by the Site)

~ **Incident Report** (on website) Indicate who to charge for the deductible. \*

~ **Original Purchase Order** (computers)

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.

***Pony the paperwork to Risk Management*** (Keep a file copy on site)

### **\* Stolen computer equipment is covered by District Insurance:**

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

### **Deductibles:**

Computer equipment has a \$250 deductible per occurrence (not per computer). The site is responsible for paying the insurance deductible.

Laptops stolen off-site (home, car, etc): The employee is responsible for replacing a district laptop stolen off site. Attach a personal check to the Police Report, Incident Report, and copy of original purchase order to be forwarded to Risk Management.

### **Replacement Purchase Orders:**

Risk Management, located in the PVUSD Business Services Department, is responsible for processing all computer equipment replacements. Risk Management will create the requisition, not 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 Incident 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.