

PENSACOLA STATE COLLEGE
MANUAL OF PROCEDURES


Procedure Title:	Report of Stolen College Property	<u>Number</u> 119
Related Policy:	Property and Equipment – 6Hx20-1.019	<u>Page</u> Page 1 of 1

I. Purpose

To provide a procedure to report stolen College property.

II. Procedure

- A. A person who determines that property is stolen shall immediately notify the property custodian (department head, director, etc.).
- B. The property custodian reports stolen items to the Public Safety Department for investigation and submits the Property Disposition/Transfer Form to the Comptroller's Office. An Accident/Incident Form is completed and forwarded to the Public Safety Department within 24 hours of determining an item being stolen.
- C. The Public Safety Department, after investigation, sends a copy of the report to the Vice President, Business Affairs.
- D. After a determination that the property will probably not be located, the Vice President, Business Affairs, places decaded tangible personal property items on the annual list of missing property for the fiscal year to be presented to the Board of Trustees for approval of removal from inventory.

Responsible Official	Chief of Police/Director, Public Safety
President's Signature: 	Date: 08/01/2024