

**SCHOOLCRAFT COLLEGE**  
18600 Haggerty Road, Livonia, Michigan 48152-2696

**HANDLING MISSING OR STOLEN PROPERTY**

1. When a capital inventory item is missing or presumed to be stolen, the following steps will apply:
  - a. Departments are to contact Campus Police (in case of forced entry, an immediate phone call is in order), regarding missing or stolen property. The department should note, at a minimum, the item description, College tag number, serial number, normal location, last known use date, and any other pertinent data to Campus Police.
  - b. Campus Police will conduct an investigation to determine if the item is missing or misplaced (i.e., relocated for temporary use). If the item is stolen, Campus Police will file an official theft report and an incident report for insurance purposes. A Police report will be returned to the operating department if requested. A copy of the Police report will be sent to the Director of Business Services and Risk Management for claims processing.
2. In the event of actual loss, the following steps will be followed:
  - a. For items originally purchased with vocational education funds, appropriate notification will be submitted to the Department of Education by the Office of Instruction with a copy of the Campus Police report.
  - b. If the department wishes to replace a missing or stolen item, a requisition for replacement should be initiated. The department will pay a deductible of \$300.00 for each incident.
  - c. The requisition is to be forwarded to the Director of Business Services and Risk Management and the Vice President and Chief Financial Officer for signatures.
  - d. The Director of Business Services and Risk Management will coordinate the claim with the insurance company, then once payment has been processed on the inventory, the final claim will be submitted to the insurance company for reimbursement.

Revised—Cabinet March 20, 1989  
July 29, 1996  
September 25, 2000  
February 5, 2002  
June 21, 2005  
Retyped—Department/Title Changes  
September 14, 2007  
Revised—Cabinet  
August 20, 2019