

STOCKTON UNIVERSITY



PROCEDURE

Missing or Stolen University Property Reporting

Procedure Administrator: Director of Campus Public Safety

Authority: N.J.S.A. 18A:64-8

Effective Date: July 25, 1983; May 28, 2009; December 20, 2010; October 7, 2021

Index Cross-References: Procedure 4152: Technology Equipment Losses

Procedure File Number: 6909

Approved By: Dr. Harvey Kesselman, President

I. PURPOSE

To provide for the reporting and processing of reports and information related to missing or stolen University property, or University property believed to be stolen.

II. PROCEDURE

- A. Any University property reported as missing or as stolen is to be reported immediately to the Stockton University Police Department.
- B. Additionally, a Missing/Stolen Property Report form is to be completed and forwarded to the Stockton University Police Department within twenty-four (24) hours from the time of reporting the loss. A copy of the report form will also be provided to the Purchasing Department.
- C. Written notice will be provided to the Police Department and the Purchasing Department of all property reported missing or stolen that is subsequently recovered.
- D. Forms are available from the Purchasing Department or [from the respective school, division] or the Police Department. The Property Transfer/Missing Inventory Form is also located on the Facilities & Operations website under "Property Transfer Requests."

Review History:

	Date
Procedure Administrator	08/04/2021
Divisional Executive	08/17/2021
General Counsel	09/27/2021
Cabinet	10/07/2021
President	10/07/2021