

STOCKTON UNIVERSITY



PROCEDURE

Missing or Stolen University Property Reporting

Procedure Administrator: Chief of Police

Authority:

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

Index Cross-References:

Procedure File Number: 6909

Approved By: Dr. Herman J. Saatkamp, Jr., 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 Campus Police Department.
- B. Additionally, a Missing/Stolen Property Report form is to be completed and forwarded to the Campus Police within twenty-four (24) hours from time of reporting the loss. A copy of the report form will also be provided to the Purchasing Department.
- C. Notification will also be provided to both these departments, in writing and within the same time period, of all property reported missing or stolen that is recovered by the reporting department or division.
- D. Forms are available from the Purchasing Department or from the respective school, division or the police department.

See Attached form

STOCKTON UNIVERSITY
MISSING/STOLEN PROPERTY REPORT

INSTRUCTIONS: Missing/stolen University property is to be reported immediately upon discovery to Campus Police at extension 4390 and confirmed by submission of this report to that department within 24 hours.

To:

From:

Subject: Confirmation of Missing/Stolen University Property

Date:

This will confirm the following items reported _____:

Item:

Serial No:

RSC Tag No:

Description of Item:

Should additional information be needed, please contact:

Name:

Office No:

Extension/Telephone No:

Approval History:

	Date
President	12/20/10