

UC Davis Policy and Procedure Manual

Chapter 350, Supplies and Equipment

Section 85, Loss of or Damage to University Property

Date: 9/25/97

Supersedes: 9/23/91

Responsible Department: Risk Management

Source Document: Business and Finance Bulletin BUS-29, Management and Control of University Equipment

I. Purpose

This section explains how to report the loss of or damage to University property and property for which the University has formally assumed liability (including money and securities), as a result of fire, vandalism, theft, or other cause. This is a general description, summarizing the provisions of various UC Business & Finance Bulletins listed in III-A, below. In case of conflict, the provisions of the Business & Finance Bulletins control.

II. Policy

- A. The department to which physical custody of property or equipment is assigned is responsible for reporting loss or damage to the appropriate University authorities.
 - 1. Notify supervisor or the Provost & Executive Vice Chancellor immediately of known or suspected theft or misuse of University property by a University employee to whom the property is entrusted. See Section 330-95 for further information and procedures.
 - 2. Notify the University Police Department immediately when a crime is suspected.
 - 3. Notify Property & Liability (campus) or Risk Management (UCDHS) within 24 hours for all losses or damage. See Sections 370-25 (vehicles), 370-35 (fine arts), or 370-30 (all other University property) for procedures.
 - 4. Notify Equipment Management (campus) or Plant Operations & Maintenance (UCDHS) if the property is inventorial equipment (see Section 350-50 for definition of inventorial equipment) by sending an Equipment Inventory Modification Request with a copy of the Property/Casualty Loss Report attached.
 - 5. Notify Environmental Health & Safety (campus) or Pharmaceutical Services and Environmental Health & Safety (UCDHS) if controlled substances are involved. See Section 290-70 for procedures.
 - 6. Notify the contract/grant sponsoring agency if government equipment is involved.
- B. Unauthorized persons may not disseminate information regarding thefts, accidents, or other incidents involving police activities. Inquiries from agencies or individuals outside the University should be directed to the University Police Department, the UC Davis News Service, or the UCDHS Public Affairs Office.

III. References and Related Policy

- A. Business & Finance Bulletins (available on the World Wide Web at <http://www.ucop.edu/ucophome/policies/bfb>):

1. BUS-28, Property Self-Insurance Programs, 7/1/92.
 2. BUS-29, Management and Control of University Equipment, Section L--Disposal or Transfer, 8/1/94.
 3. BUS-69, Vehicle Physical Damage Self-Insurance Program, 7/1/92.
 4. BUS-1, Fine Arts Insurance Program, 7/1/92.
 5. G-29, Procedures for Investigating Misuse of University Resources, 7/1/92.
- B. Office of the President: University Policy on Safeguarding Resources and Investigating Misuse of Resources, 3/11/92.
- C. Policy & Procedure Manual (<http://manuals.ucdavis.edu/PPM/about.htm>):
1. Section 330-95, Misuse of University Assets.
 2. Section 350-70, Movement of University Property.
 3. Section 370-25, Vehicle Insurance.
 4. Section 370-30, University Property Insurance.
 5. Section 370-35, Fine Arts Insurance.
 6. Section 370-40, University Liability for Personal Property Loss or Damage.

IV. Further Information

Further information may be obtained from Property & Liability at 752-0797 (campus) or Risk Management at 734-3883 (UCDHS).