

JACKSON STATE UNIVERSITY

Policy on Lost, Destroyed or Stolen Property

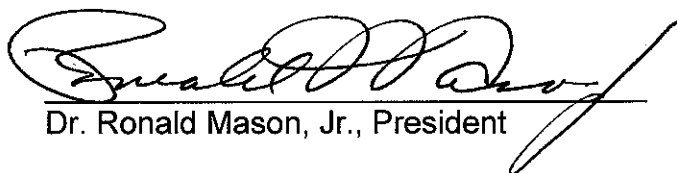
Effective Date: October 6, 2005

University property that is lost, destroyed or stolen should be reported to the Department of Public Safety and the Inventory Department in writing within 24 hours of discovery. The department head is required to complete a *Lost, Destroyed or Stolen Property Affidavit*. The department head should forward this affidavit to Campus Police for their comments and completion, with a copy to the Inventory Department. All stolen or lost property will be reported to the National Crime Information Center (NCIC). An official police report is also required to remove property from the official inventory of Jackson State University.

In the event that an examination, conducted pursuant to Miss. Code Ann., Section 29-9-13 finds items that are included on a department's inventory, which are missing and otherwise unaccounted for, the State Auditor and/or the Inventory Department has the authority to proceed under the provision of Miss. Code Ann., Section 7-7-211 to recover the value of the missing items. The demand shall be made against the department head, and/or the appropriate officer or employee, if identified.

Reporting lost, destroyed or stolen property does not exempt the employee from financial responsibility. Repayment may be required, less any applicable depreciation.

Signature:


Dr. Ronald Mason, Jr., President

Date:

12.13.05