

MINNESOTA STATE COLLEGES AND UNIVERSITIES

Instructions for Stolen, Lost, or Damaged Property

Form PUR012, Stolen, Missing or Damaged Property Report, must be completed under the following circumstances:

1. Fixed asset property is known to have been stolen.
2. Fixed asset property has been lost and an extensive search has failed to result in recovery.
3. Fixed asset property is maliciously damaged.

All thefts or suspected thefts of fixed asset property must be reported to your institution's security department. In addition, the theft or suspected theft must be reported to the local law enforcement authorities. Thefts within the Capitol Complex must also be reported to the Public Safety Department, Capitol Complex Security Division. Institutions should follow up with local authorities to ensure action has been taken to recover the property.

When an employee has received approval to take State property to the employee's residence, the employee is expected to keep the property secure. If the property is stolen while at the employee's residence, local law enforcement authorities must be notified. The loss must be reported to the employee's insurance company, and any reimbursement must be deposited in the account of the owning institution.

One copy of the Stolen, Missing or Damaged Property Report must be submitted to the Legislative Auditor's Office and the original is filed with your institutions records.