

# Property Control System Manual (PCS)

## PCS 1101: Stolen University-Owned Equipment

Effective: 3/1/1984

Revised: 11/1/2025

### Purpose

To ensure that university departments report stolen equipment purchased with state or local funds

### Sources

Capital Assets Management (CAM)

Financial Services

Insurance Services

### Policy

Departmental personnel must report stolen equipment immediately to the ASU Police Department (ASU PD) so that a police report may be prepared and the property accounted for.

Note: The Arizona Department of Administration's Risk Management Division will not reimburse for mysterious disappearances, inventory shortages, obsolescence, and non-serviceability of [capital equipment](#).

### Procedure

The department notifies ASU PD and FDM of the theft.

ASU PD performs an investigation and prepares a police report detailing the incident and records the ASU Property Control number (PCN) on the police report, if applicable.

The department completes a Loss Report for the stolen equipment and sends the form and a copy of the police report to Insurance Services.

Insurance Services processes the claim for reimbursement through the Arizona Department of Administration's Risk Management Division.

Upon receiving the reimbursement from the Arizona Department of Administration's Risk Management Division, Insurance Services:

1. contacts the department for a cost center and program and credits loss on sale of assets in which to deposit the reimbursement
2. processes the reimbursement
- and
3. sends a copy of the documentation to Property Control.

CAM retires the asset(s) in Workday Business Assets.

### **Cross-Reference**

For more information about property-loss insurance and property claims, *Environmental Health & Safety Policies and Procedures Manual (EHS)*—[EHS 705-01](#), “University Property Loss Insurance Recovery—Property Claims.”