5.2.11 Lost or Stolen Communications Equipment

I. Purpose
To establish the procedure for the reporting of any lost or stolen equipment owned by UT Health San Antonio.

II. Scope
This policy applies to all faculty, staff, students, residents, healthcare providers, researchers, contractors, or any other individual (collectively, Workforce Member, including employees and non-employees).

III. Policy
Each department is responsible for the care of the communications equipment (e.g., telephones) in their care.

If any equipment is lost, stolen, or damaged due to abuse, a fee equal to the replacement cost of the equipment will be charged to the responsible department for its replacement.

IV. Definitions
There are no defined terms used in this Policy.

V. Related References
There are no related documents associated with this Policy.

VI. Review and Approval History
A. The approving authority of this policy is the University Executive Committee.

B. The review frequency cycle is set for three years following the last review date, a time period that is not mandated by regulatory, accreditation, or other authority.
## 5.2.11 Lost or Stolen Communications Equipment

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<th>Effective Date</th>
<th>Action Taken</th>
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