



### 5.2.11 Lost or Stolen Communications Equipment

Chapter 5 - Information Technology	Original Effective Date: June 2000
Section: 5.2 Infrastructure Solutions	Date Last Reviewed: May 2023
Responsible Entity: Vice President and Chief Information Officer	Date Last Revised: April 2017

#### 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.

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<b>Effective Date</b>	<b>Action Taken</b>	<b>Approved By</b>	<b>Date Approved</b>
<b>06/2000</b>	Policy Origination		
<b>04/2017</b>	Policy Revision		
<b>05/2023</b>	Policy Review		