



I. 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

II. Purpose

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

III. 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).

IV. 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.

V. Definitions

There are no defined terms used in this Policy.

VI. Related References

There are no related documents associated with this Policy.

VII. Review and Approval History

The approving authority of this policy is the University Executive Committee.

Effective Date	Action Taken	Approved By	Approved Date
06/2000	Policy Origination		

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04/2017	Policy Revision		
05/2023	Policy Review		