



College of The Albemarle Procedure

Procedure Number: 6.3.7.2

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Title: Reporting Lost or Stolen Equipment

Related Policy: 6.3.7 Purchasing

Division of Responsibility: Operations

Any damaged, stolen or missing materials or equipment owned by the College must be reported to the director of campus safety, security and operations as soon as the discovery is made. A Maxient report must be filed within twenty-four (24) hours of discovery of the loss. Conditions and circumstances leading to damage or loss should be included in the report, as well as actions proposed or taken to eliminate future losses.

Pursuant to N.C.G.S § 114-15.1, the president shall report possible violations of criminal statutes involving misuse of state property to the State Bureau of Investigation.

June 13, 2023

June 13, 2023

N/A

Date Approved by President's Leadership Team

Date of Last Review

Date of Last Revision