

SOP-I-0026	Lost or Stolen Portable Use Equipment	
SOP Type:	<input checked="" type="checkbox"/> Internal SOP - DELTA-level that does not directly affect entities outside of DELTA <input type="checkbox"/> External SOP - DELTA-level that affects these entities: <input type="checkbox"/> Unit SOP - DELTA individual unit(s) affected:	
Contact:	DELTA Business Office	
Effective Date:	August 1, 2013	Last Revision Date: March 4, 2015

1. Introduction

The purpose of this SOP is to establish procedures to report lost or stolen portable use equipment.

2. Reporting Lost or Stolen Equipment

Lost Equipment

- Notify the Business Office within 48 hours of the item being lost.
- Provide a written summary of the circumstances that led to the equipment being lost (e.g. on campus, during business hours, etc.).

Stolen Equipment

- Immediately notify [Campus Police](#) of the stolen item.
- Notify the Business Office within 48 hours of the item being stolen and provide a copy of the police report.
- A [State Property Incident Report](#) form will be submitted to Public Safety on the employee's behalf providing details about the stolen item.