

**BUILDING, GROUNDS, AND  
EQUIPMENT MANAGEMENT:  
RECORDS AND REPORTS**

**CLD (R)**

**REPORTING VANDALISM,  
BURGLARIES OR OTHER LOSSES**

Upon discovery of damage to or loss of school district property, the person reporting the loss shall immediately:

1. notify the NEISD Police Department and if immediate repairs are needed, the Facility Maintenance and Improvements Department.
2. submit a loss report on line via the main frame "Loss Reporting System." In addition, a Loss Report Form shall be filed for property lost, stolen, damaged, or missing while entrusted to an employee. A loss report must be submitted as soon as practicable, but in no event more than 30 days from the date the loss becomes known. Failure to provide notice within the 30 day time limit may negate any insurance or loss fund coverage.

The Risk Management Department shall:  
Collect all information regarding the loss, including missing item reports, police reports, etc., and make final resolution of the loss claim.

**REPAIR/REPLACEMENT CODE**

A special sub-object code shall be used for all expenditures necessary to repair damage done or to replace equipment and supplies damaged. The sub-object code .80 shall be assigned by the Risk Management Office. This code will allow the District to identify the damage/loss costs for the purposes of developing loss control reports.

**REPLACEMENT PROCEDURES**

Upon approval by Risk Management for reimbursement for the loss, a request for replacement items or repairs resulting from theft, vandalism or other losses will be made by the campus/department through a purchase order submitted within (30) days from the date of approval to Risk Management. A Budget Transfer request will be submitted to the Budget Office by Risk Management when the merchandise is received and Risk Management has been notified. The reimbursement money for the loss must be used to replace the lost item with an item of like kind and quality. After thirty (30) days, replacement items or repairs will not be reimbursed to the campus or department budget.

The loss of equipment which cannot be documented, such as tools and small items which can easily be carried away, will not be replaced from the insurance reserve from the insurance reserve account unless the losses are documented by police reports. Large items will be evaluated based on facts presented.

Loss of equipment entrusted to employees, in accordance with CMB (R), shall not be replaced from the District budget. Employees are responsible for the repair or market value cost (as determined by the Risk Management Department at the time of the loss) for any items that are lost, stolen, damaged, or missing while the items were under their care, custody, and control away from school district facilities or functions. This includes the market value or repair costs of items left in their vehicles when they park away from the job site or travel/stop to conduct personal business in locations such as restaurants, post offices, shopping malls, day care facilities, etc.

Items missing from a school district location can only be considered for a limited reimbursement of up to an amount of \$100.00 per occurrence. For reimbursement of this type of loss to be considered, a police report and loss report must be submitted within 30 days from the date the loss becomes known.