



Administrative Procedure PIC-P010
STOLEN ASSETS PROCEDURE

Responsible Office: Office of Business & Financial Services

PURPOSE

This administrative procedure describes the process for tracking stolen assets by the Property Control Department ("Property Control") in the Washoe County School District ("District" or "WCSD").

REGULATION

1. It is the responsibility of the asset owner (school site, department) to report a stolen asset as soon as they become aware of the loss.
 - a. The loss should be reported to School Police. The incident report should include the asset description and asset tag number.
 - b. The loss should be reported to Risk Management using the Loss / Damage report. PLI-F009
2. Property Control should receive a copy of the incident report.
 - a. The asset will be removed from the site or department's inventory and the incident report number will be noted in the text tab.

LEGAL REQUIREMENTS & ASSOCIATED DOCUMENTS

1. This administrative procedure reflects the goals of the District's Strategic Plan and aligns/complies with the governing documents of the District, to include:
 - a. Board Policy 3440, Equipment and Property.
2. This administrative procedure complies with Nevada Revised Statutes (NRS) Chapter 354, Local Financial Administration, and specifically:
 - a. NRS 354.625, Records relating to property and equipment; control of inventory

REVISION HISTORY

Date	Revision	Modification
1/24/2020	v1	Adopted