

According to internal control guidelines issued by the State Comptroller, all Senior Colleges must report the theft or loss of state-funded property with a value in excess of \$1000.00. The Graduate Center's policy and procedure on loss and stolen property is listed below:

Graduate Center's Policy and Procedure on Loss and Stolen Equipment

All equipment resulting from theft (stolen) or that has been destroyed resulting from damage from fire, flood, or vandalism (loss), should be reported to the Office of Security and Public Safety immediately. An incident report should be filled out and copy of that report will be forwarded to the Property Management Office. The Property Management Office will then update the disposition field in the "INSITE" database to reflect the change in status of the equipment.