



UNIVERSITY
OF TASMANIA

ASSET MANAGEMENT SERVICES

ASSET THEFT AND LOSS POLICY

PRINCIPLE STATEMENT

It is important that Budget Centres report on a timely basis any event that will (or may) result in an insurance claim, or a contribution from central insurance funds.

Any loss of this type must be reported immediately to University Security. University Security may be contacted on 6226 **7600** (Southern) or 6324 **3336** (Northern). University Security will investigate the matter and forward a security report to Asset Management Services. The matter will be reported to the Police by Asset Management Services if it is considered appropriate.

PROCEDURE

Upon receiving advice regarding the theft or loss of an asset, the Asset & Property Officer will annotate the Asset Register accordingly. The Asset & Property Officer will then assist the Budget Centre and Financial and Business Services in placing an insurance claim for the item if it is covered by the University Insurance Policy. For information about the provisions of the University Insurance Policy, please contact Financial and Business Services on 6324 **3655** or refer to the website: http://www.utas.edu.au/docs/fin_services/insurance/property.html

Once it is established that the asset cannot be recovered, it will be removed from the Asset Register upon receipt of appropriate authorisation from the Budget Centre and Financial and Business Services.

FURTHER INFORMATION

Further information regarding this policy is available from the Asset & Property Officer on 6324 3605. Related asset policies are available from the Asset Management Services website at <http://www.utas.edu.au/dept/ams/policies.htm>.

Version Control Section

Author

Responsibility

Approved

Date Last Amended

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