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<http://www.salkeiz.k12.or.us/content/qam/qam-documents>

1.0 SCOPE:

- 1.1 This procedure explains the process for reporting and recovery of stolen, damaged, or destroyed District property through the self-insured risk fund.

2.0 DEFINITIONS:

- 2.1 Loss: Functional value of property, equipment and contents is diminished or non-existent after an unforeseen event or incident.
- 2.2 Qualifying loss: The loss is directly due to a covered event (such as flood, fire, wind, smoke, theft, or vandalism) within our current property insurance carrier's deductible limits.
- 2.3 Actual cash value: The cost to repair, rebuild or replace the lost, stolen, missing or damaged property; at the time and place of the loss; with other property of comparable size, material and quality; less allowance for physical deterioration, depreciation, obsolescence and depletion.

3.0 PROCEDURE:

- 3.1 Upon discovery of qualifying property loss (see definition above), the Administrator, Manager, or appointed designee will report the loss by filling out and submitting the Property Loss Report and Reimbursement Request (RSK-F020).
 - 3.1.1 The request for replacement must be received in Risk Management within 30 days of the loss for it to be eligible for replacement through the self-insured risk management fund. All reimbursement documentation must be received within three (3) months of loss to be eligible for reimbursement
- 3.2 The school or department will provide all necessary documentation concerning the loss including date, time and cause, and submit a police report when appropriate.
 - 3.2.1 Theft claims will not be processed without a police report.
- 3.3 The school or department will research and provide the cost to replace the equipment.
- 3.4 If the replacement threshold has been met, Risk Management will coordinate either funding reimbursement or actual physical replacement depending on the type of loss.
 - 3.4.1 Property damage replacement or repair work and funding will be coordinated with Facilities through the work order process.
 - 3.4.2 Equipment or contents replacement or repair will be reimbursed at actual cash value.
- 3.5 In the event of a dispute as to the amount of settlement, the Risk Manager shall make the final determination of loss.
- 3.6 Once reimbursement has occurred, any stolen District property that is recovered shall be returned to Risk Management for appropriate disposition.

4.0 RESPONSIBILITY:

- 4.1 Risk Manager

PROCEDURE

Property Loss Reporting and Replacement RSK-P005

5.0 APPLICABILITY:

5.1 All Salem-Keizer employees responsible for district owned equipment and maintaining property in safe working order.

6.0 MEASUREMENT:

6.1 This procedure does not lend itself to measurement.

7.0 ASSOCIATED DOCUMENTS:

7.1 Property Loss Report and Reimbursement Request (RSK-F020).

8.0 RECORD RETENTION TABLE:

Identification	Storage	Retention	Disposition	Protection
Property Damage/Loss Report and Request for Replacement form and all accompanying claim documents	Liability claim file cabinet	10 yrs	Shredded using confidential shredding option	Fire proof file cabinets

9.0 REVISION HISTORY:

Date	Revision Ref.	Description
5/7/12		Approved by Cabinet

10.0 FLOWCHART:

10.1 There is not a flowchart for this procedure.

11.0 APPROVAL AUTHORITY:

11.1 Risk Manager

Approval on file _____
Signature _____ Date _____