

GRAYS HARBOR COLLEGE
Operational Policy

Subject: REPORTING OF LOSS OR SUSPECTED LOSS OF COLLEGE RESOURCES

Page 1 of 1

Operational Policy Number: 524

Date adopted: 3/15/11 Revised: 4/21/2020

An employee should immediately report the loss or suspected loss of college resources to Safety and Security, the Business Office Controller, and the employee's immediate supervisor. Safety and Security and the Controller will be responsible for promptly reporting the loss or suspected loss to the State Auditor's Office and the proper law enforcement agency.

College resources include, but are not limited to, any item with a college asset tag, cash deposits, checks, equipment, inventory, etc.

College resources do not include normal and reasonable over and short situations from cash receipting operations or normal shortages of Bookstore and Food Service inventory.

