



THE VIRGIN ISLANDS DEPARTMENT OF EDUCATION
FIXED ASSET MANAGEMENT POLICY AND PROCEDURES

FAM 3.13:	Stolen, Missing or Damaged Equipment
Purpose:	This procedure establishes guidelines for reporting and documenting stolen, missing or damaged equipment.
Abbreviations:	FAMD – Fixed Asset Management Division PO – Purchase Order VIDE –Virgin Islands Department of Education VIPD – Virgin Islands Police Department
Policy:	<ol style="list-style-type: none"> 1. All schools/ activity centers are required to report incidents of stolen or missing assets to the VIPD and FAMD within 24 hours of discovery. 2. A copy of the VIPD Report must be submitted to FAMD. It is the responsibility of the Schools/Activity center to follow up with VIPD every two (2) weeks until the police report is received. 3. Damaged assets must be reported to FAMD as soon as discovery is made. 4. Schools/Activity Centers are financially responsible for all assets at their location and may be required to pay for stolen, missing or damaged assets. 5. VIDE staff may be held accountable (up to and including reimbursement of property cost) for not adhering to policy and procedures or negligence is determined. 6. The Missing or Stolen Property Report (<u>Form # DPP –MSP-03-08</u>) must be completed for instances of stolen or missing equipment. 7. The Damaged Property Report must be completed for instances for damaged equipment.



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Procedure:

Stolen or Missing Assets:

1. Within twenty-four (24) hours of discovery, notify the VIPD of the stolen or missing asset. Provide VIPD with the circumstances of the loss or theft by filing a police report. Included in the police report should be the tag number(s), serial number and description of the stolen or missing asset.
2. The school Principal/Activity Center Director must complete and sign the Missing or Stolen Property Report (**Form # DPP –MSP-03-08**). The report must include a narrative detailing the circumstances surrounding the discovery of the stolen or missing asset. This narrative should include the time of the discovery and any details surrounding the observations of the loss or theft.
3. The Principal/Activity Center Director must scan and email the form including the narrative, to the FAMD centralized mailbox (fixedassetmgt@doe.vi) with a carbon-copy to the Insular Superintendent/Assistant Commissioner of Operations and file the Missing or Stolen Property Report and narrative in the Equipment Inventory Binder. The completed Missing or Stolen Property Report with narrative must be:
 - a) Filed softcopy in the respective School/Activity Center FAMD network folder
 - b) Filed hardcopy in the respective school/activity center folder
4. The Principal/Activity Center Director is responsible for following up with VIPD every two (2) weeks until they receive a copy of the police report. Once received, scan and email the police report including the incident date as a reference to the Missing or Stolen Report previously sent. The email should be sent to the FAMD centralized mailbox (fixedassetmgt@doe.vi) with a carbon-copy to the Insular Superintendent/Assistant Commissioner of Operations and file the police report with the respective Missing or Stolen Property Report in the Equipment Inventory Binder.
5. Upon receipt, within twenty four (24) hours the FAMD will attach the Missing or Stolen Property Report and the VIPD Report to the stolen or missing asset in MUNIS.
 - a) The storage location should read "Stolen" + the date (i.e. "Stolen 08/22/12")
 - b) The MUNIS asset condition code is updated to missing (MI) or stolen (ST) respectively.
6. The Fixed Asset Management Director will email confirmation to the Principal/Activity Center Director and Insular Superintendent/Assistant Commissioner that the asset has been updated in MUNIS.



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Damaged Assets:

1. Within twenty-four (24) hours of discovery, notify the FAMD of the damaged asset. Provide the FAMD with the circumstances of the damage. Included in the report should be the tag number(s), serial number and description of the damaged asset.
2. The school Principal/Activity Center Director must complete and sign the Damaged Property Report. The report must include a narrative detailing the circumstances surrounding the discovery of the damaged asset. This narrative should include the time of the discovery and any details surrounding the observations of the damage.
3. The Principal/Activity Center Director must scan and email the form including the narrative, to the FAMD centralized mailbox (fixedassetmgt@doe.vi) with a carbon-copy to the Insular Superintendent/Assistant Commissioner of Operations and file the Damaged Property Report and narrative in the Equipment Inventory Binder.
4. The completed Damaged Property Report with narrative must be:
 - a) Filed softcopy in the respective School/Activity Center FAMD network folder
 - b) Filed hardcopy in the respective School/Activity Center folder
5. Once report is received, the Fixed Asset Management Director along with the appropriate Subject Matter Expert (i.e. Director of IT) will visit the location and inspect the damaged asset.
6. After review, the Fixed Asset Management Director and the Subject Matter Expert will determine if the damage was a result of negligence (*See below*. Determination of Financial Responsibility of Assets Assigned or used by VIDE Employees).
7. The Fixed Asset Management Director will provide a report about the damaged asset. (If the asset needs to be disposed of, *see* **FAM 3.14 Disposition of Assets**)
8. The Fixed Asset Management Director must scan and email the report including the narrative, to the Principal/Activity Center Director and Insular Superintendent/Assistant Commissioner of Operations with a carbon-copy to the FAMD centralized mailbox (fixedassetmgt@doe.vi). (**Note: It is at the discretion of the respective supervisor to determine if disciplinary action is warranted**). Principal/Activity Center Director must file the report and narrative in the Equipment Inventory Binder.



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9. The completed report with narrative must be:

- a) Filed softcopy in the respective School/Activity Center FAMD network folder
- b) Filed hardcopy in the respective School/Activity Center folder

Determination of Financial Responsibility of Assets assigned or used by VIDE Employees :

If the stolen, missing or damaged assets are a result of negligence on the employee's part, then:

1. A letter from the Fixed Asset Management Director will be issued to the School Principal/Activity Center Director and the responsible employee to recover funds for the value of the equipment. A carbon-copy of the letter will go to the Insular Superintendent and Assistant Commissioner of Operations.
2. Employee must establish a payment agreement to cover cost of the lost, damaged or stolen asset. The agreement will not exceed six (6) months from the date of letter from the Fixed Asset Management Director indicating financial responsibility. Payments must be made out to the Government of the Virgin Islands via money order or certified check only.
3. If funds are not recovered within payment agreement timeline, the matter will be referred to the Department's Human Resources Division for disciplinary action, up to and including, the possibility of termination.
4. Funds must be forwarded to the Assistant Commissioner of Operations to be placed in an account for a replacement of that asset.
5. Once the funds are recovered the Director of Procurement will take the necessary action to replace the Stolen, Missing or Damaged Equipment.



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Version Control:

Modification Date	Modification Reason	Modified By
04/08/2013	<i>Procedures updated to reflect the FAMD centralized email address</i>	<i>Ivan Bunns</i>
04/08/2013	<i>Stolen or Missing procedure 5b added</i>	<i>Ivan Bunns</i>