

**PROCEDURE**

Effective Date: 04/24/2006

Approved By: Vice President for Business &amp; Financial Affairs

Reviewed By: President's Council on 04/24/2006

Authority: SAAM 20.30,

RCW 43.09.185 and RCW 43.09.330

See Also: POL U5950.19 – Reporting Loss of

University Funds or Property,

POL U5400.05 – Using University Resources, and

POL U5500.02 - Whistleblower Legislation

**PRO-U5950.19A REPORTING LOSS OF UNIVERSITY FUNDS OR PROPERTY****Action by:****Action:**

Reporting Personnel

1. **Notifies** University Police and Internal Audit of the known or suspected loss.2. **Notifies** her or his Immediate Supervisor of the known or suspected loss.2a. If the Immediate Supervisor is suspected to be involved, then **notifies** division Vice President (or authorized designee).2b. If the division Vice President is suspected to be involved, then **notifies** the Vice President for Business and Financial Affairs (or authorized designee).

University Police

3. **Notifies** the Vice President for Business and Financial Affairs (or authorized designee) if the loss involves criminal activity, or threatens the health or safety of University employees or property.

Immediate Supervisor

4. **Notifies** the division Vice President.

Division Vice President

5. **Discusses** the loss with Immediate Supervisor, if not suspected in the loss, and **determines** who will notify the Vice President for Business and Financial Affairs (or authorized designee).

## PROCEDURE

Action by:

Immediate Supervisor  
OR  
Division Vice President

Vice President for  
Business and Financial  
Affairs (or authorized  
designee)

Risk Manager

Internal Auditor

Action:

6. **Notifies** the Vice President for Business and Financial Affairs (or authorized designee)
7. **Notifies** University Police of the loss, if not already notified, and **provides** specific details.
8. **Notifies** the President.
9. **Notifies** the Vice President for Student Affairs when suspected individual is a student.
10. **Notifies** Human Resources when suspected individual is an employee.
11. **Reports** the loss to Risk Management.
12. **Consults** with Assistant Attorney General when the nature or facts of the incident warrant such discussion for the purpose of acquiring legal advice.
13. **Reports** the loss to State Auditors Office (SAO).
14. **Notifies** the Risk Management Division, Office of Financial Management.
15. If notified directly by Reporting Personnel, then **reviews** the circumstances of the loss and **notifies** the Vice President for Business and Financial Affairs; except **notifies** the President when the Vice President for Business and Financial Affairs is suspected to be involved in the loss.