Lost or Stolen Equipment

Purpose

To ensure proper accountability of state or locally purchased and inventoried equipment.

Authority

7 CFR Part 3016; OMB Circular A-87

Policy

Local agencies (LAs) shall report lost or stolen equipment to include breast pumps and collection kits to the state agency (SA) immediately upon discovery of the loss.

Procedures

I. Notify the SA by telephone immediately upon discovery of lost, stolen, or irretrievable equipment.

II. If it is determined that the equipment was stolen, notify the local police and obtain a copy of the police report. Forward a copy of the report to the SA along with a letter explaining the circumstances surrounding the theft.

III. If the equipment was lost, submit a letter explaining the circumstances surrounding the loss including the name of the person responsible for the equipment at the time of the loss.

IV. If the equipment was lost, an investigation of the circumstances surrounding the loss shall be conducted to determine if negligence was the cause.
The letter mentioned in II. and III. shall include a description of the procedures instituted to ensure that the loss or theft may not readily occur again.

Lost or stolen breast pumps or collection kits, including those that are lost or stolen out of inventory prior to issuance, must be reported to the SA.

If the LA or its employees are determined to be negligent, the LA shall reimburse an amount calculated by the SA.