

WHAT TO DO IN CASE OF THEFT OR ACCIDENT INVOLVING STATE PROPERTY

The reimbursement claim to Risk Management is the replacement amount invoiced to PSU minus the insurance deductible (**\$2,500** for State-owned equipment or building.)

- 1) Contact Campus Public Safety Office (CPSO), extension #5-4407, and request that an Incident Report be filled out detailing the address, time, and circumstance of the loss. Please be very specific describing the lost item(s). Provide inventory number, serial number, color, or any available detail that can help identify the lost item(s).
- 2) Notify either Sandy Burris, Executive Director for Financial Services & Controller, extension #5-2845, or Lisa Whedon, Assistant Director of Business Affairs, extension #5-5096.
- 3) Submit, **as soon as possible**, to the PSU Business Office-Risk Management, attention: Don Johansen (extension #5-5340, mail code: BO-DO, e-mail: johansed@pdx.edu) the following:
 - Copy of the Incident Report from Campus Safety Office
 - Memorandum Listing:
 - Description of each individual lost item with inventory number and cost;
 - Cost of the replacement item: if not available at this time send in the above information so the claim can be opened
 - Index code to receive the reimbursement from Risk Management
 - Copy of the Purchase Order and Vendor's Invoice, if replacement item(s) have already been purchased
- 4) Send a copy of the memorandum above (with inventory number) to Specialized Accounting, attention: Sarah Wiebenson (extension #5-9899, mail code BO-SAS, email sarah.wiebenson@pdx.edu)

According to the State of Oregon's Risk Management Division, failure to submit the claim in a timely manner will result in no coverage and no payment for the loss. Once the reimbursement amount is received at PSU Cashiers, it will be kept in the Restoration Account until a Journal Voucher credit is created to the department's FOAP.

If you have any questions regarding this procedure, please call Don Johansen.