

GRAYS HARBOR COLLEGE  
**Operational Policy**

**Subject: REPORTING OF LOSS OR SUSPECTED LOSS OF COLLEGE RESOURCES**

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**Operational Policy Number: 524**

**Date adopted: 3/15/11**

An employee should immediately report the loss or suspected loss of College resources to the Director of Campus Safety and Security and the employee's immediate supervisor. In the absence of the Director, the loss should be reported to the Assistant Dean of Financial Services. The Director will be responsible for promptly reporting the loss or suspected loss to the State Auditor's Office and the proper law enforcement agency, and also of informing managers and employees about the reporting requirements. College resources would include, but are not limited to, any item with a College asset tag, cash deposits, checks, inventory, etc. However they would not include normal and reasonable over and short situations from cash receipting operations or normal shortages of bookstore and foodservice inventory.