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## V-12.9 Reporting Loss, Theft, or Destruction of Property

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(Amended 2/11; 7/18)

Effective July 2018, this policy has been revised. For the most current version without redlining, return to [V-12.9](#).

- a. University property: Any University property, including items of equipment, supplies, foodstuffs, etc., stolen or otherwise missing must be reported to the University Department of Public Safety, 808 University Capitol Centre, <https://police.uiowa.edu>, at the time it is discovered missing. A Public Safety ~~personnel~~ officer will assist the department in ~~locating the missing property~~ filing a police report. Within 24 hours these losses also ~~shall~~ should be reported to the Department of Risk Management, Insurance, and Loss Prevention, 430 Plaza Centre One, [risk-management@uiowa.edu](mailto:risk-management@uiowa.edu) or <https://uiowa.edu/riskmanagement/>. ~~If the property is not located within 48 hours after it was first reported missing, the incident must be reported in writing to the University Risk Manager, outlining the circumstances under which the property was lost or stolen and the measures taken to locate and return the property.~~ If the equipment was valued over \$5,000, an equipment deductions form must be submitted to Capital Assets Management, 6th floor Jefferson Building, when it is determined the asset will not be found or returned (typically 60 days from date of loss).
- b. Federal property: ~~If the property was purchased with federal grant funds, then,~~ in addition to the reporting ~~the loss, theft, or destruction of federally titled property to the University Department of Public Safety, as requirements~~ in paragraph a above, written notification must also be made to the Grant Accounting Office, 118 South Clinton Street, so that the incident can be reported to the applicable federal agency.

(See also V-20 Lost or Stolen Property.)

