

<b>HAYWOOD COMMUNITY COLLEGE</b>	<b>BUSINESS SERVICES REPORTING LOST OR STOLEN EQUIPMENT</b>	Procedure 6.3.7.2
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Any damaged, stolen or missing materials or equipment owned by the College must be reported to the Vice President for Business Services as soon as the discovery is made. A written report must be filed within twenty four (24) hours of discovery of the loss. Conditions and circumstances leading to damage or loss should be included in the report, as well as actions proposed or taken to eliminate future losses.

Pursuant to N.C.G.S § 114-15.1, the President shall report possible violations of criminal statutes involving misuse of State property to the State Bureau of Investigation.

Adopted: 06-07-2017