

LAC+USC MEDICAL CENTER POLICY

Subject: EQUIPMENT: REPORTING LOST OR STOLEN	Original Issue Date: 10/19/77	Policy # 621
	Supersedes: 7/19/19	Effective Date: 11/21/22
Departments Consulted: Facilities Management Supply Chain Operations Los Angeles County Sheriff's Dept Environmental Health & Safety	Reviewed & Approved by: Attending Staff Association Executive Committee Senior Executive Council	Approved by: (Signature on File) Chief Medical Officer (Signature on File) Chief Executive Officer

PURPOSE

To provide guidelines for reporting lost or stolen equipment.

POLICY

All LAC+USC Medical Center employees shall comply with the Auditor-Controller requirements for reporting stolen and lost equipment.

PROCEDURE

Equipment determined to be missing must be reported to Los Angeles County Sheriff's Department and the Property Management Unit or the respective Medical Center component's Supply Chain Operations.

Each equipment loss report shall include:

- A full description of the item(s) stolen or lost including brand name, model size, and color.
- Property tag number and/or manufacturer serial number.

The Property Management Unit shall file all appropriate loss reports with the Auditor-Controller to include a request that lost items be removed from the LAC+USC Medical Center inventory records.

RESPONSIBILITY

Administrators
LASD
Materials Management
All employees

PROCEDURE DOCUMENTATION

Policy and Procedure Manual
Supply Chain Operations

REFERENCES

Los Angeles County Fiscal Manual
DHS Policy No. 842, Removal of Equipment from County Records; and No. 843, Disposal of County Property

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REVISION DATES

September 1, 1994; November 13, 1998; April 9, 2002; February 24, 2004; June 10, 2008; November 10, 2010; May 8, 2012; November 10, 2015; July 19, 2019, November 21, 2022