

# PROCEDURE

**Number:** 74-09  
**Title:** Equipment/Material – Report of Stolen, Lost or Missing Items  
**Responsibility:** Vice President of Finance and Administration  
**Original Approval Date:** 06/15/2004  
**Last Cabinet Review:** 08/05/2025  
**Last Revision:** 08/04/2025

## Reference (Policy and/or Procedure)

**SBTCE:** Procedure 4-5-101.1 Assets and Inventory Management  
**FDTC:** Policy 70-42 Security of Plant Facilities and Equipment  
**Other:**

## Procedure Description

1. When it is suspected that an item has been stolen, lost, or is missing, the person making the discovery should promptly notify his/her Department Head or Vice President, along with Security.
2. The Department Head/Vice President should then immediately notify the Director of Physical Facilities during normal hours. If the loss is discovered after 5:00 p.m., on holidays or on weekends, Security should be contacted directly. This notification should include the following:
  1. Name of person discovering that the item(s) is (are) missing.
  2. Time of discovery.
  3. last known location.
  4. State or Federal I. D. numbers.
  5. Description.
  6. Value.
  7. Names of persons with access to the item(s).

8. Any other facts known that would aid in a complete investigation.

3. The Director of Physical Facilities will follow-up with security. If inventory items are involved, the Shipping and Receiving Coordinator will also be notified.

4. Security will investigate the incident and submit a report to the Director of Physical Facilities. The Shipping and Receiving Coordinator will also receive a report copy if inventory items are involved. The Physical Facilities Department will forward a copy to the Vice President of Finance and Administration, and the Procurement Manager for insurance purposes.

5. Security will notify the appropriate Law Enforcement agency, if applicable.

6. For personal items, Law Enforcement agencies will be notified at the request of the persons involved or at the discretion of the Director of Physical Facilities.

7. For missing Florence–Darlington Technical College, State, or Federal owned equipment, a signed statement listing the information in item 2 should be sent to the following people:

1. Shipping and Receiving Coordinator Equipment Coordinator

2. Department Head

3. Appropriate Vice President

4. Vice President of Finance and Administration for Business Affairs

5. Director of Physical Facilities

This statement should be prepared by the person responsible for the equipment or property and should be submitted within twenty-four (24) hours of the verbal notification.

8. If within thirty (30) days the inventory item(s) have not been recovered, the Shipping and Receiving Coordinator will complete a Report of Survey/Turn-In-Document in AIMS (inventory management system).