

**TRACY UNIFIED SCHOOL DISTRICT
BUSINESS SERVICES DEPARTMENT
Phone: 209.830-3230 Fax: 209-830-3239
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Guidelines: What to do in the event of a loss: (District Property)

A loss may include theft, vandalism, arson, or any other damage. A loss does not include general wear and tear or maintenance.

1. Fill out a District Loss Report (form available on the district portal, in the eforms section).
2. Notify the Maintenance and Operations Department immediately and/or place a work order. (If District property is effected)
3. Notify the Tracy Police Department (831-6550) immediately. You must note the TPD case number on the loss form.
4. When describing the loss, be as detailed as possible. (i.e., when, where, room numbers, site, security: doors locked, alarms on, etc.).
5. Remember to note the date of the loss, original purchase date and cost of the item. Attach a copy of the original purchase order and/or requisition to the loss report form,
6. Currently only electronic devices can be replaced through the District's insurance. Requirements for filing an Electronic Device Protection (EDP) claim include the TPD incident or police report number and a copy of the original purchase order. Please include this information with the Loss Report.
7. Return all information and forms to the Business Services office. Keep a copy for your files. The ISET department will review and advise on all technology replacements/repairs. All computer and related technology items must be approved for replacement by the ISET department.
8. Personal property is the owner's responsibility, not the District's. Therefore, the District assumes no liability for lost, stolen or damaged items.

Restitution:

- If a suspect is identified, notify your campus SRO and the Business Services Dept.
- If the offender is a T.U.S.D. student, also notify Students Services so they may determine if restitution will be required. The restitution amount or the possibility of restitution should appear on the student's suspension or other disciplinary paperwork.
- Business Services will enter fines for T.U.S.D. student restitution into the Aeries Fees & Fines screen for tracking purposes and will work with the Finance Department to invoice for the recovery of monetary loss.
- Please forward restitution requests from San Joaquin County Probation to Business Services/School Business Support Services. Business Services will complete the required paperwork.

If you have any questions, concerns or suggestions, please contact the Business Services office.