


Category	Facilities and Project Management	Policy Number	SUP-FPM-305	 جامعة زايد ZAYED UNIVERSITY
Distribution	External	Version	3.1	
Responsible Office	CAFO	Policy Owner	CPDS	
Date Approved	10 June 2020	Effective Date	10 June 2020	
Date Last Reviewed	16 April 2020	Due Date for Next Review	16 April 2023	

POLICY

Reporting the Loss, Theft, or Damage of University Property

1. Purpose

This policy ensures that any loss, theft, or damage of university property is reported and processed according to set guidelines in a timely manner.

2. Scope of Application

This policy applies to all university faculty, staff, and students.

3. Policy

3.1 The discovery of any on-campus loss, theft or damage of university property must be reported to the appropriate Campus Physical Development and Services Director and College/Unit Dean/Director within 24 hours, or as soon as possible.

3.2 Each reported case must be investigated, and, if required, external assistance may be obtained after receiving prior permission from the Chief Administration and Finance Officer.

3.3 A detailed report is to be furnished to facilitate the university-wide insurance protection policy for ZU property during fire or theft.

3.4 The discovery of any off-campus loss or theft of university property must be reported to the appropriate local law enforcement agency, and an official report must be furnished to ZU for further processing.

4. Related Policies and Laws

SUP-FIN-14 General University Insurance

5. Administration

This policy is administered by the Campus Physical Development and Services Department.

6. Revision History

Date	Revision
28 February 2023	Administrative change: Updated the information header and policy numbers to be in line with the new format. Updated the policy number from SUP-CPDS-12 to SUP-FPM-305
10 June 2020	Approved by the CAFO.
16 April 2020	Reviewed with no substantive changes required.
7 January 2020	Updated the policy number from ADM-CAM-12 to SUP-CPDS-12.
12 October 2017	Approved by the University Council. This policy was updated according to current university situation.
18 March 2007	Reviewed policy approved.
1 October 2000	Policy approved.