



	<b>FINANCE Department Property Management Function</b>	<b>Document #</b>	PM-02-04.00
		<b>Implementation Date</b>	12/07/2016
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<b>SOP Owner</b>	Property Management		Missing Items

## Standard Operating Procedure

### **1. Purpose**

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The Property Management Department has the responsibility to provide guidelines to be followed when removing missing items from an inventory on behalf of the Stockbridge-Munsee Community.

### **2. Scope**

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This procedure applies to all tagged Capital Assets, Sensitive Property and Non-Sensitive Property purchased by programs, departments and enterprises owned, operated, or otherwise managed by the Stockbridge-Munsee Community that have been deemed missing.

### **3. Prerequisites**

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PM Form 1.

### **4. Responsibilities**

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The Property Custodian of the department is responsible for contacting SMPD when property is destroyed, stolen, or otherwise missing. If item is not present during physical inventory but the Property Custodian knows the items whereabouts the Property Custodian has 72 hours to bring item to the PM Staff for verification of item and number. If property is not located and the item is considered stolen the incident must be report to PM Staff within 72 hours for proper paperwork to remove such items from that departments inventory.

### **5. Procedure**

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1. Once an item is deemed destroyed, stolen, or otherwise missing by a department and PM Form 1 has been filled out by the Property Custodian the item is removed from that departments inventory and the item is no longer that departments responsibility.
2. PM Staff will remove said item from departments inventory.

### **6. References**

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Finance Policies and Procedures 6.0, 6.3

### **7. Definitions**

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Missing item means an item that a program, department or enterprise Property Custodian is unable to locate; due to destruction, misplacement or theft.



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Property Custodian refers to the person in each department that is responsible for all items on that departments inventory