

COUNTY COLLEGE OF MORRIS Business and Finance Division Procedures	
Subject: SAFEGUARDING COLLEGE PROPERTY/ASSETS	Page: 03.27.01
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General

College employees are responsible for safeguarding College property and assets assigned to their use.

Employees are responsible for safeguarding college property/assets assigned to their use. Such property maintained both on or off campus should be carefully protected from unauthorized use, damage, loss and theft at all times. Damage/loss of college property while under the care and custody of an employee off campus must be submitted to the employee's personal liability insurance for recovery prior to submittal to the College's insurer.

Authority

Vice President for Business & Finance
Business & Finance Procedures:

- 03.03-Reporting of Missing College Property: Equipment and Furnishings
- 03.26-Off-Campus Use of College Property
- 13.11-Insurance Reporting for Damage to College Property

Responsibility

All Employees

Procedure

1. College property/assets assigned to employees and maintained both on or off campus should be carefully protected from damage, loss and theft at all times. Equipment should not be left unsecured or unattended in open areas or offices, and use should be limited to those authorized by the College.
2. Computers that are maintained in shared areas such as computer labs should be locked in place with locks/security devices ordered by the requisitioner through the Purchasing Department when purchase requisitions are submitted unless such devices already exist that can be utilized with the new equipment.
3. Equipment provided for removal from campus, such as cameras or laptops, should be properly signed out and tracked for inventory purposes. Careful records must be maintained and reviewed regularly to ensure equipment is being returned appropriately. (See Business & Finance Procedure 03.26.)
4. Items discovered missing or damaged must be promptly reported to the Department of Public Safety in accordance with Business & Finance Procedures 03.03 and 13.11.
5. Equipment reported as damaged or missing while off campus and under the care, custody and control of an employee must be submitted to the responsible employee's liability insurance for recovery prior to submittal to the college's insurer. If the employee intends to make restitution independently for such an item the recovery will be equal to the current replacement value of the item.