

IVY PREPARATORY ACADEMY

Financial Policy

Reporting Lost/Stolen Technology and other Equipment

Purpose

This policy details Ivy Preparatory Finance Office Reporting of Lost/Stolen Technology Equipment.

Policy

The purpose of Reporting Lost/Stolen Technology or Equipment is to maintain the highest level of stewardship with state and federal, publicly or privately donated funds provided for the education of students. The following guidelines are in accordance with Ivy Network of Schools fiscal responsibility practices and the Uniform Administrative Requirements, Cost Principles and Audit Requirement for Federal Awards.

In the event there is a loss or attrition of technology or other equipment, it is the responsibility of the individual conducting the annual inventory to promptly report their findings to the following: Head of Schools/Principal and/or Federal Program Director (if applicable). The school Head of Schools/Principal or Federal Program Director will initiate a request to the IT Director to check for the last use of the device, attempt to identify who last signed the out device and who last signed into the device.

Effective Date: 11/15/2018

Approved: 11/15/2018

Authority and/or Cross-Reference