

**SOUTH CAROLINA STATE UNIVERSITY
PERSONNEL POLICIES AND PROCEDURES MANUAL**

SECTION: Employee Relations	Section: VII
	Subject: F
SUBJECT: Missing Funds/Missing Property	Effective: 01/01/06
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MISSING FUNDS/MISSING PROPERTY

Missing Funds

Whenever it is determined that there is a shortage of any departmental funds, the Department Head and the Vice President (or applicable Division Head) must be notified immediately. The department head will be responsible for notifying the Internal Auditor of the situation. The Internal Auditor will investigate the situation thoroughly. If the missing funds cannot be accounted for, the Internal Auditor will notify the Vice President of Finance for possible insurance recovery.

Missing Property

If property is missing and theft is either suspected or admitted, the Department Head and the Vice President must be notified immediately. The Department Head will be responsible for notifying the Chief of Campus Police. If the missing property cannot be found or recovered or if destroyed or damaged, the Chief of Campus Police will notify the Vice President of Finance for insurance purposes.

Disciplinary Action

If it is determined that wrong doing has taken place and it can be clearly established who was responsible for the act (missing funds and/or missing property), then appropriate disciplinary action shall be taken in accordance with the University's Progressive Discipline Policy. Departments must discuss the situation with the Office of Human Resource Management before issuing discipline.