



**UAR NUMBER:**

**TITLE:**

**ORIGINATOR(S):**

**INITIAL ADOPTION:**

**REVISION DATE(S):**

**AUDIENCE: (SELECT ALL THAT APPLY)**

FACULTY

STAFF

STUDENTS

VENDORS

OTHER (SPECIFY):

**PURPOSE:**

**SCOPE:**

**DESCRIPTION (INCLUDE DEFINITIONS):**

**APPLICABILITY:**

All units administering, auditing, or investigating University fiscal losses.

**RESPONSIBILITY:**

The Office of Accounting and Financial Services, the Office of the Internal Auditor or the MSU Police Department, upon discovering a University fiscal loss, shall immediately notify the Office of Risk Management/Environmental Health and Safety, which will be responsible for providing notice to the University's appropriate insurer(s). The MSU Police Department will be responsible for coordinating and investigating all reported losses.

**PROCESS:**


The Office of Accounting and Financial Services, the Office of the Internal Auditor or MSU Police Department, upon initial discovery of a University financial loss, shall immediately notify the Office of Risk Management/Environmental Health and Safety.

The Office of Risk Management/Environmental Health and Safety shall verify, with the reporting unit, that the fiscal loss is in fact University funds and confirms the exact amount of documentable loss. Losses in excess of the established University deductible will be reported to the State Department of Insurance, for recovery as per the terms of the coverage maintained under the appropriate policy.

It shall be the responsibility of the Office of Risk Management/Environmental Health and Safety to obtain and submit all requested documentation required for satisfactory conclusion of the claim(s) process. Additionally, the Office of Risk Management / Environmental Health and Safety shall receive the applicable settlement, depositing the claim(s) settlement check into the appropriate account(s) sustaining the loss, providing copies of the University deposit records, back to the unit sustaining the loss and the Office of the Internal Auditor.

**APPROVED BY:**

VICE PRESIDENT:



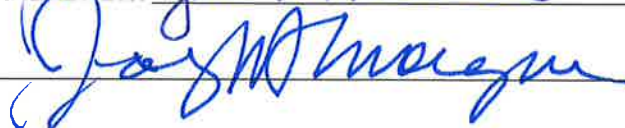
DATE: 7/09/18

APPROPRIATE INSTITUTIONAL REVIEW:



DATE: 7/12/18

PRESIDENT:



DATE: 7/12/18