

<p style="text-align: center;"><b>Texas WIC</b> <b>Health and Human Services Commission</b></p>
---

Effective March 1, 2017

Policy No. AC:35.0

---

## Lost or Stolen Equipment

### **Purpose**

To ensure proper accountability of state or locally purchased and inventoried equipment.

### **Authority**

7 CFR Part 3016; OMB Circular A-87

### **Policy**

Local agencies (LAs) shall report lost or stolen equipment to include breast pumps and collection kits to the state agency (SA) immediately upon discovery of the loss.

### **Procedures**

- I. Notify the SA by telephone immediately upon discovery of lost, stolen, or irretrievable equipment.
- II. If it is determined that the equipment was stolen, notify the local police and obtain a copy of the police report. Forward a copy of the report to the SA along with a letter explaining the circumstances surrounding the theft.
- III. If the equipment was lost, submit a letter explaining the circumstances surrounding the loss including the name of the person responsible for the equipment at the time of the loss.
- IV. If the equipment was lost, an investigation of the circumstances surrounding the loss shall be conducted to determine if negligence was the cause.

<p style="text-align: center;"><b>Texas WIC</b> <b>Health and Human Services Commission</b></p>
---

Effective March 1, 2017

Policy No. AC:35.0

---

- V. The letter mentioned in II. and III. shall include a description of the procedures instituted to ensure that the loss or theft may not readily occur again.
  
- VI. Lost or stolen breast pumps or collection kits, including those that are lost or stolen out of inventory prior to issuance, must be reported to the SA.
  
- VII. If the LA or its employees are determined to be negligent, the LA shall reimburse an amount calculated by the SA.