Summary

Campuses of the State University of New York (University) are required to report theft, loss, misuse, or inappropriate action of State funds, equipment, supplies and other assets in excess of $1,000 to the University Controller’s Office at System Administration.

Process

Reporting Theft and Loss of Equipment, Supplies or Other Assets

Article 2, Section 8 of New York State Finance Law authorizes the Office of the State Comptroller (OSC) to oversee the fiscal concerns of the State. Volume XII, Section 10.E of the New York State Guide to Financial Operations requires all state agencies, which includes the University, to report improper transactions (i.e., any suspected theft, loss, misuse or inappropriate action involving State funds, equipment, supplies or other assets).

Campuses are required to submit a report using the standard Form A (described in Forms Section below) of any suspected theft or loss of State funds, equipment, supplies and other assets to Campus University Police and the University Controller’s Office on a quarterly basis. This Form should be sent within 30 days of quarter end. The campus designee name and email address responsible for reporting should be included on Form A.

Reporting includes the following:

1. Unaccounted for cash in any amount,
2. Unaccounted for cash in agency cash advance accounts including unrecovered salary or travel advances made to current or former employees,
3. Unauthorized cash withdrawals from agency bank accounts,
4. Unexplained discrepancies in cash balances and/or bank reconciliations,
5. Unauthorized or improper use of State credit cards,
6. Theft or loss of supplies, equipment or other physical assets in excess of $1,000 per occurrence:
   - All assets, in excess of $1,000, reported as lost or stolen to the campus Office of Public Safety.
   - All assets in the University’s equipment reporting system which have not been located during the physical
     inventory process and are now considered to be lost or pilfered.
   - All other lost or stolen assets, in excess of $1,000, not controlled by the University’s equipment reporting
     system.

7. Any indications that fraud may have occurred or improper expenditures have been made, or
8. Unauthorized or improper disbursements, including actions involving contractors, sub-grantees or other
   recipients of State funds.

If no losses or theft of assets have occurred, state on the standard form – “no losses or thefts during this reporting
period”. Campuses are required to submit these reports on a quarterly basis to UCOQtrlyReports@suny.edu or mail to:

The State University of New York
Attn: University Controller’s Office
State University Plaza
Albany, NY 12246

Forms

Where applicable, this section contains links and/or references to forms as they relate to this procedure:

Form A - Stolen or Lost Assets Form

Related Procedures

In support of this procedure, the following links and/or references to related procedures are included:

Fraud and Irregularities, Policy on Fraud and Irregularities

Other Related Information

There is no other information relevant to this procedure.

Authority

Where applicable, this section contains links and/or references to the authority governing this policy:

Section 8 of New York State Finance Law (Duties of the comptroller)
History

Revised February 2020 to conform to Office of State Comptroller revisions to New York State Guide to Financial Operations, Volume XII, Section 10.E

Revised February 23, 2016

Revised February 3, 2009

Memorandum to all campus business officers from the senior vice chancellor for finance and business, dated July 27, 1990.

Appendices

There are no appendices relevant to this procedure.