

UAR Number: 315.02
Title: Notification for Recovery of Fiscal Loss
Originator: Vice President Administration and Fiscal Services
Initial Adoption: 01/18/1995
Revision Dates: 09/10/2010

Purpose: To outline a defined protocol for the timely notification of the University's Insurer(s) in the event of financial loss.

Procedural References: BOR - PG-46 – Collection Control and Deposit of Cash Receipts and Operating Cash Funds

Scope (Who Is Covered By This UAR?): All units administering, auditing, or investigating University fiscal losses.

Description: **Purpose:** To outline a defined protocol for the timely notification of the University's insurer(s) in the event of financial loss.

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

Responsibility: The Office of Accounting and Budgetary Control, the Office of the Internal Auditor or the MSU Police Department, upon discovering a University fiscal loss, shall immediately notify the 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 Budgetary Control, the Office of the Internal Auditor or MSU Police Department, upon initial discovery of a University financial loss, shall immediately notify the Risk Management/Environmental Health and Safety.

The 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 Risk Management/Environmental Health and Safety to obtain and submit all requested documentation required for satisfactory conclusion of the claim(s) process. Additionally, the 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: Wayne D. Andrews, President Date: 9/22/2010