

Business

Claims for Reimbursement for Personal Property Loss

Loss of or damage to personal property of staff members or students shall be borne by the owner. Unusual circumstances may result in a claim being made by the owner for reimbursement by the District. In those cases the owner must certify the following:

1. That such damage or loss is not coverable by an insurance company; and
2. Restitution has been unsuccessfully sought from person(s) responsible for the loss or certification is made by the principal or owner that such person is unknown; and
3. The District has responsibility because of negligence on its part.

Reimbursement amounts will be based on present proven value of the loss, reduced by any degree of contributory negligence on the part of the claimant. The owner will cooperate in obtaining information necessary for the District to determine whether a claim qualifies for reimbursement under this policy. All claims must be filed with the Business Office within 30 days of the loss.

Legal Reference:

Administrative Regulation adopted:	November 19, 1979
Administrative Regulation revised:	September 16, 1985
Administrative Regulation revised:	February 18, 1991
Administrative Regulation reviewed:	October 20, 1997
Administrative Regulation modified:	May 20, 2013