

<p>TOPEKA PUBLIC SCHOOLS</p> <p>SUBJECT:</p> <p>LOSS REIMBURSEMENTS FROM RISK MANAGEMENT RESERVE FUND</p>	<p>REGULATION NUMBER: 2570-1</p> <p>DATE OF ISSUE: 12/02/99</p> <hr/> <p>REVISIONS:</p> <hr/> <p>PREPARING OFFICE: ASSOCIATE SUPERINTENDENT OF ADMINISTRATIVE SERVICES</p>
--	--

I. PURPOSE:

To establish procedures for the reimbursements in whole or in part, for the loss of insurable district owned property whose cost of replacement was not covered by insurance.

II. PROCEDURE:

A. Losses should meet the following criteria to be eligible for reimbursement:

1. Loss involves district owned property. Proof can be provided by receipts, purchase orders, fixed asset inventory, or affidavit.
2. Loss is a normal insurable loss. Normal aging, deterioration or wear and tear are not covered.
3. All claims for reimbursement must be filed within sixty days of the discovery of the loss. Claims filed after sixty days will not be eligible for reimbursement.

B. Determination of amount to be reimbursed out of the Risk Management Fund shall be determined by the associate superintendent of administrative services based on the following criteria:

1. Original cost per fixed asset inventory.
2. Replacement cost.
3. Age and condition of lost, stolen, destroyed, or damaged items.
4. Expected service life of lost, stolen, destroyed, or damaged items.

C. To apply for reimbursement of an insurable loss not otherwise insured, the following documents need to be sent to the associate superintendent of administrative services along with a memo or letter requesting reimbursement.

**LOSS REIMBURSEMENTS FROM RISK MANAGEMENT
RESERVE FUND (continued)**

- 1. For all items lost, stolen, destroyed or damaged by a criminal act, a copy of the police report.**
- 2. For all items damaged or destroyed by accident or by non-criminal acts or natural disasters, a copy of the loss report from the District's Safety Officer or the District's Fixed Asset Specialist.**
- 3. For all items recorded in the District's fixed asset inventory, a completed fixed asset retirement form (no. 8036-05).**
- 4. The memo or letter requesting reimbursement shall indicate whether a claim for insurance coverage has been filed.**
- 5. If reimbursement from a third party is possible, a copy of the claim and supporting documents shall be sent to the school district attorney for collection.**