



DEPARTMENTAL POLICIES & PROCEDURES

Department Name: COLLEGE OF NURSING, KING SAUD BIN
ABDULAZIZ UNIVERSITY FOR HEALTH SCIENCES Region: CENTRAL REGION

Subject: DAMAGE AND LOSS OF COLLEGE PROPERTY

Original Date: 06 NOVEMBER 2016

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Replacement:

Applicable: This policy applies to all properties with the College of Nursing-Riyadh at King Saud bin Abdulaziz University for Health Sciences.

1. PURPOSE

To define policies and procedures of College of Nursing-Riyadh (CON-R) at King Saud bin Abdulaziz University for Health Science (KSAU- HS) regarding damage and loss of college properties.

2. DEFINITIONS

- 2.1 **Inventory Database** – a list of all furniture and equipment within the college building assigned to different departments and staff members.
- 2.2 **MNGHA** Ministry of National Guard Health Affairs
- 2.3 **KSAU-HS** King Saud bin Abdulaziz University for Health Sciences
- 2.4 **CON-R** College of Nursing -Riyadh

3. POLICY STATEMENTS

- 3.1 Receiver / Custodian shall fill-up the College documentation when necessary, i.e. form of Loss or Damage Property Report (**Appendix A**).
- 3.2 Receiver / Custodian shall ensure that college property will not be transferred offsite or be used for personal interest without the authorization of College's Administrative Affairs.

4. PROCEDURES

- 4.1 Any loss or damage to college's property will be immediately reported to the Administrative Affairs Dept. Each staff member within CON-R premises is responsible for reporting any loss or damage of the college property as soon as loss or damage is noticed or has occurred. A memorandum stating the loss or damage and the appropriate form should be filled and forwarded to the Administrative Affairs (**Appendix A**).

