

Title:		Contents:	P-1700
LOST OR STOLEN VENDOR OWNED PROPERTY		Submitted By:	Purchasing Division
		Approved By:	Purchasing Agent
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		Page No.	1 of 1

Policy

Provisions for reimbursement of vendor-owned lost or stolen property should be included in contracts for rentals, leases, no-charge equipment loans, etc.

Procedure

When vendor-owned property is lost or stolen from County premises and provisions for reimbursement are included in the rental or lease contract, reimbursement can be by means of purchase order or other means available to the department.

All other reimbursements shall require the vendor to file a claim with the Board of Supervisors. The required forms for filing a claim are available from:

Executive Officer
Board of Supervisors
Room 383 Kenneth Hahn Hall of Administration
500 W. Temple St.
Los Angeles, CA 90012

Department will immediately cease rental/lease payments to the vendor upon loss of equipment or upon loss of beneficial use of equipment.