

# MEMO

December 8<sup>th</sup>, 2010

To: All PSU Employees

Re: PSU's Personal Property on Campus

With the recent rash of thefts across campus it is a good time to remind all PSU Employees that the State of Oregon has no insurance coverage for personal property losses. In other words, if you bring personal property to campus and it is lost, stolen, and/or damaged there will be no reimbursement or replacement.

The only exception is if your department head or chair authorizes that your personal property is necessary in the performance of your job duties **AND** PSU cannot provide you with that equipment. That written authorization must be kept on file in the event your property is lost, stolen, and/or damaged.

As always you can call us directly with any questions or concerns.

Go Viks!

PSU Property & Risk Management:

Don Johansen      Gonzo Grasis  
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