General

The following procedures will be followed when applying for Loss Prevention reimbursement. Refer to EHS/RMS Policy 21, *Loss Prevention Funding*, for further details.

Procedure

1. Loss Prevention Projects must conform with EHS/RMS Policy 21 and must be approved in advance by UAA EHS/RMS (786-1351 or ayssg@uaa.alaska.edu)

2. After a project has been approved, order the products or services or perform the necessary travel procedures using your department accounts.

3. After the approved funds have been liquidated (paid to the vendor, transferred to a recharge center, or reimbursed as travel expenses), submit a printout of the applicable FGITRND screens and invoices to EHS/RMS (fax: 786-1391 or ULB 100F). Also submit copies of any associated workorders that have been completed by a UA recharge centers (Facilities Maintenance, ITS, Printing, etc.).

4. EHS/RMS will arrange for reimbursement from statewide accounts via interfund transfers (not UAA JVs) to the 8453 object code of the account that was originally debited.

5. The transfers will appear as negative expenses (8453 object code) on the detail financial reports. The Banner Financial system will then translate the reimbursement as an increase in available funds for use after posting.

6. While a budget revision is not always necessary, you can contact the Budget Office at 786-4636 if you want to revise your budget.

7. For management reporting purposes, project a negative (-) expense in the 8000 block of the management report spreadsheet. Only do this
negative projection if the expense has not shown up on the reporting cycle “finsys” M reports and if you have included the expense as a projection or year-to-date in one of the other object codes. Once the interfund transfer has been recorded on the reporting cycle M report, be sure to remove the negative projection as it should now show up on the M report as a negative “year-to-date” entry.

8. Please submit any required documentation **prior to June 1st of the current fiscal year** to guarantee reimbursement in the current fiscal year.