



In recent years, non-public schools have increased access to laptop computers, iPads, and other electronic devices funded with Title/ESSER/GEER funds. As a result, there has been an increase theft, damage or loss of the equipment. This equipment is the property of Milwaukee Public Schools as it is purchased with Title/ESSER/GEER funds. However, because the equipment remains in the care, custody and control of the service provider and its employees, the service provider accepts full financial responsibility for replacement or repair of the equipment that is secured in the schools' premise.

Steps MPS service providers MUST take in the event of a theft (Excluding materials that are checked out to school families of enrolled students, service provider would need to follow the Missing Materials Process):

1. Contact the police department for a police report.
2. Report the theft to your insurance company.
3. Notify the ESEA Department.
 - Dr. Mora Anderson, ESEA Non Public Supervisor I : andersm3@milwaukee.k12.wi.us or 414-475-8114
4. Complete a Fixed Asset Disposal form
5. Submit a Fixed Asset Disposal form and a copy of the police report to the ESEA Department within 2 weeks of the theft.
6. Update the schools non-public Title inventory to reflect the theft.
7. Submit an updated inventory to the ESEA Department within 2 weeks of the theft.
8. Replace the stolen item(s) and send in a copy of the receipt to ESEA Department and Risk Management within 30 days of the theft. Note: Stolen items cannot be replaced with items stored in the vendor's storage and cannot purchased with Title allocations from a different school.
9. Submit an updated inventory to reflect the stolen/damaged items were replaced.
10. If items are not replaced within 30 days with a valid receipt, the vendor's invoice will be adjusted to reflect the replacement cost of the lost, stolen, or damaged items.