POLICY

1.01 The State of Oklahoma provides indemnification bonding for all state employees. The purpose of this bonding is to compensate the University for loss caused by a University employee's dishonest acts. The maximum loss covered is $100,000 during an employee's tenure. This bond is known as the "Public Employees Blanket Position Bond," commonly called a dishonesty bond.

PROCEDURE

2.01 In the event of the discovery of a monetary loss caused by an employee's dishonest act, the following actions are to be taken by the department head:

   a. Immediately notify the University Security Department and request an investigation.

   b. Notify the Internal Audits Department so that an audit can be made to verify the loss.

   c. Notify the University Business Manager's Office so the loss can be reported to the bonding company.