



SMUSA Asset Loss

- A. SMUSA Operations Department shall inform the loanee of a missing item during the **return of assets itself**, should there be a **discrepancy against their collection quantity** for that item.
- B. Loss of assets shall entail penalties as follows:

Offences	Penalties
1st	Monetary Penalties (Late Penalty if applicable)
2nd	Monetary Penalties (Late Penalty if applicable) + Lower priority for their next request.
3rd	Monetary Penalties (Late Penalty if applicable) + Loan requests shall not be entertained.

***Such penalties shall not extend beyond the current semester*

SMUSA Asset Loss Process

- C. SMUSA Operations Department shall **attach the SMUSA Asset Loss Template** via email within **3 working days** upon having knowledge of the asset loss.
- D. The loanee shall proceed to **fill the Asset Loss Template** and **email it back** to the SMUSA Operations Department within **1 working week** from the time of SMUSA Operation's first email. The cost penalty of lost items can be found in **Appendix A**.
- E. The SMUSA Operations Department will send an email **notification alert 3 days** into the 1 week deadline for CBd/clubs regarding the submission and payment for their loss.
- F. SMUSA Operations Department shall **acknowledge the loss submission** via email.
- G. CBds/Clubs who continue to miss this deadline despite the reminder, shall incur a **flat rate of \$5 late penalty**, along with their **current penalty amount**.
- H. Upon **acknowledging the payment** from the CBd/Clubs (After confirmation from the SMUSA Finance Department), SMUSA Operations Department shall send a **closure email** confirming the transaction in writing.

CBD and CCA Clubs

- I. All CBD and CCA clubs shall transfer the **specified cost to SAC 101** within **2 working weeks** upon handing their form. The total amount shall be deducted from their **next semester's club funds during BEM**.
- J. You may approach your **club's finance department** to help you with the transfer procedures, inclusive of the administrative handling.

All Other Clubs and Users

- K. As for all other clubs and users, you may **fill the form up** and **make payment via cash** to the **SMUSA Operations Department**. A **meetup shall be arranged** with one of **SMUSA's Operations Representative** for the payment collection.
- L. The SMUSA Operations Department is to liaise with the SMUSA Finance Department on transfer matters.

Appendix A

S/N	ITEM	COST (PER PIECE)
01	Small Tables	\$120.00
02	Medium Tables	\$130.00
03	Large Tables	\$150.00
04	GSR Chairs	\$50.00
05	Black Bucket Chairs	\$50.00
06	Walkie Talkies Per Unit	\$300.00
07	Fairy Lights	\$10.00
08	Table Cloth	\$10.00
09	Easels	\$30.00
10	Queue Poles	\$100.00
11	Signages	\$100.00

Note: This list is not exhaustive and is subjected to change. Refer to SMUSA website for the latest list.