

UNCLAIMED PROPERTY REPORTING POLICIES & PROCEDURES
(NAME OF POLICY & PROCEDURE)

Prepared By: Author(s)
Approved By: Approver(s)

Revision Date: Date completed
Effective Date: Date effective

PURPOSE (*Describe the purpose of the procedures- for example*)

The Unclaimed Property Reporting Process is designed for ABC Company to identify, capture, report, and remit all due unclaimed property liabilities, where we have been unsuccessful in reuniting the property with its apparent owner. We strive to ensure that all property is identified and the reporting process adheres to the respective presiding jurisdictions' laws, regulations, administrative procedure, etc.

SCOPE (*Describe the scope of the policy and procedure- for example*)

The Unclaimed Property Reporting Process applies to outstanding liabilities that are fixed and certain, where the apparent owner has not asserted a claim or performed a transaction for the statutorily defined dormancy period.

(Proceed with Documenting Policies & Procedures)

Another Example Tied to Change Management:

NAME OF POLICY & PROCEDURE

Prepared By: Author(s)
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PURPOSE (*Describe the purpose of the procedures- for example*)

The Change Management Process is designed for ABC Company to provide an orderly method in which changes to the IT environment are requested and approved prior to development or implementation. We strive to ensure that all elements are in place, all impacted parties are notified in advance, and the schedule for implementation is prioritized and coordinated with other activities within the organization.

SCOPE (*Describe the scope of the policy and procedure- for example*)

Change Management provides a process to apply changes, upgrades, or modifications to the IT environment. This covers changes to hardware, software and applications. This process also includes modifications and additions or changes to the Network or Server hardware and software.

(Proceed with Documenting Policies & Procedures)