

## MISSING OR STOLEN PROPERTY REPORT

Name of agency/institution	Agency No.
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Place of occurrence	City	County
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Police agency notified	Police report number	Disposal code	Estimated value at date of loss
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SERIAL NUMBER(S)	PURCHASE DATE	PURCHASE VALUE

STATE PROPERTY NUMBER	COMPONENT NUMBER	DESCRIPTION	LOCATION

Person(s) responsible for asset(s)	Property Manager name	Property Manager phone
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Report in detail (including what security measures were in place at the time).

Please check one box.

- |   |   |
|---|---|
| <input type="checkbox"/> Our investigation of the circumstances surrounding the disappearance of the state property listed herein indicates reasonable cause to believe that the loss, destruction, or damage to this property <b>was</b> through the negligence of the person(s) charged with the care and custody of this property. | <input type="checkbox"/> Our investigation of the circumstances surrounding the disappearance of the state property listed herein indicates reasonable cause to believe that the loss, destruction, or damage to this property <b>was not</b> through the negligence of the person(s) charged with the care and custody of this property. |
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This form should be signed and dated by the agency/institution head or designated representative. If a designated representative completes this form, the rank of that individual should be greater than that of the property manager.

<b>Sign Here</b>	Date
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Printed name and title

Retain a copy of this form for your files and submit the original to the Property office.  
**Property Office Instructions:** If the property was missing or stolen due to employee negligence and if the situation cannot be resolved within the agency first, the Property Office must submit copies of this form and of the police report to the Office of the Attorney General. If your agency is in Austin, a copy may be sent via interagency mail. Otherwise, fax a copy to the Attorney General at (512) 479-8067.