

Missing or Stolen Property Report for State Departments, Institutions, and Agencies

Name of Agency/Institution _____ Agency Number _____

Place of Occurrence _____

City _____ County _____

Police Agency Notified _____ Police Report Offense No. _____ Disposal Code _____

Estimated Value at Date of Loss _____ Serial Number(s) _____

Purchase Date _____ Purchase Value _____

State Property Number of Each Item _____ Component Number of Each Item _____

Description of Item(s) _____

Location of Item(s) _____

Person(s) Responsible for Asset(s) _____

Report in Detail: (including what security measures were in place at the time)

Please check one box. If applicable, indicate "unable to determine" here: _____

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 was through the negligence of the person(s) charged with the care and custody of this property and is, therefore, being reported as required by Tex. Gov't Code Ann. sec. 403.276(a) and (b).

Our investigation of the circumstances surrounding the disappearance of the state property listed herein indicates that the person(s) charged with the care and custody of this property was (were) not negligent to the extent indicated in Tex. Gov't Code Ann. sec. 403.276(a) and (b).

* This form should be signed and dated by the agency/institution head or designated representative. If someone other than the agency/institution head completes this form, the rank of the individual should be greater than that of the property manager.

Signature _____ Date _____

Printed name and title _____

Fill out this form in triplicate and 1) forward a copy to the State Auditor (along with a copy of the police report if the item is stolen); 2) forward one copy to the local police department; 3) retain the original copy for your files. If reporting property missing or stolen due to employee negligence, submit an additional copy to the Office of the Attorney General.

If submitted from an Austin office: Send to SAO and Attorney General via Interagency mail. If submitted from outside of Austin: Fax to SAO at 512-479-4884 and fax to Attorney General at 512-320-8775.