

MISSING/LOST PROPERTY QUESTIONNAIRE

This form must be completed by the department reporting assets as missing or lost, and submitted to Property Management along with a complete Texas State Comptroller’s Missing & Stolen Report Form within 72 hours of determination that the asset is missing or lost.

Asset Tag Number	
Asset Description	
Asset Location per PSAM	
Name of person(s) attempting to locate the item:	
Was the last known location checked for the asset?	
Describe actions taken to locate the item:	
Was the last known user or physical custodian contacted regarding the item, and what was their response?	
How has the department determined that the item is missing or lost rather than stolen?	
Will this item need to be replaced and why?	

Property Custodian Name	Signature	Date
Department Business Administrator	Signature	Date
College/Division Administrator	Signature	Date
Additional Name & Title	Signature	Date