

## MISSING, DAMAGED OR STOLEN PROPERTY REPORT

NOTE: If property has been stolen or is lost, destroyed or damaged as a result of negligence, this form should be completed and sent to the Office of the Attorney General within 72 hours of the occurrance.

Name of agency / institution									Agency no.	
Place of occurrence					City County			County		
Police agency notified			F	Police report number		Disposal code		E	Estimated value at date of loss	
SERIAL NUMBER	(S)	PURCHASE DATE					PURCHASE VALUE			
						-				
						-				
						<u></u>				
STATE PROPERTY COMPONE		IENT NUMBER			DIDTION	PIRTION		LOCATION		
NUMBER	COMPONENT NUMBER			DESCRIPTION					LUCATION	
							-			
	Γ						Γ			
Person(s) responsible for asset(s)				Property Manager name					Property Manager phone	
Report in detail (including what security measures were in place at the time.)										
Please check one box.  Our investigation of the circumstances surrounding 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.  Our investigation of the circumstances surrounding the state property listed herein indicates reasonable cause to believe that the loss, destruction, or damage to this property was not through the negligence of the person(s) charged with the care and custody of this property.										
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.										
sign here			Date							
Printed name and title										

Retain this form for your files. If the property was missing, damaged, or stolen due to employee negligence, submit a copy of this form and a copy of the police report, if applicable, 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.