

# PROPERTY MANAGEMENT GUIDELINES

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## MISSING, DAMAGED, OR STOLEN PROPERTY

### POLICY

Assets may be subject to theft if not properly safeguarded and may be identified as missing if locations are not properly verified during annual inventories. The Property Custodian is responsible for reporting any property, which is lost, stolen or damaged by negligence to the Campus Police Department and Property Management. Failing to properly track and report missing property would represent negligence or fraud.

Annually, Property Management will provide a report of missing/lost items, with their historical and current values, to all College/Division Administrators, Deans, and Associate Vice Presidents/Chancellors. This report must be signed by the appropriate Dean or AVP/AVC, and items purchased with research related funds are reported to the Division of Research. Departments with high incidence of missing/lost items will be required to investigate the reason for such losses and may incur fiscal penalties, as determined by University administration.

### PROCEDURE

When an asset is discovered to be stolen or missing, campus departments should conduct a thorough review to ensure that the asset is truly stolen or missing. Many assets that are reported as missing are later found to have been salvaged, disposed of by the department, temporarily moved, or taken off campus, without appropriate documentation.

When the department ascertains that the item is truly stolen or missing, the department should notify the UH Police department (if stolen) and Property Management immediately.

Missing assets remain on the department's inventory for two consecutive years before they are deleted. At the end of two years, Property Management may request that the fixed asset be deleted. Stolen assets are deleted upon receipt of required documentation. The department should notify the Police Department and Property Management if a missing or stolen asset is recovered.

#### ❖ **HOW TO FILL OUT THE TEXAS STATE COMPTROLLER'S MISSING & STOLEN REPORT FORM**

##### ➤ **Reporting Missing or Damaged Property to Property Management**

Department is required to inform Property Management when property is found to be missing, destroyed or damaged as a result of negligence with the following.

- Submit a complete [Texas State Comptroller's Missing & Stolen Report Form](#) to Property Management within 72 hours of the occurrence.
- On the form, please provide:

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1. Name of agency/institution
  2. Place of occurrence
  3. UH Tag Number (including description and location)
  4. Department business office conducts review of internal procedures to determine if preventable circumstances exist and assess possibility of employee negligence
  5. "Missing or Stolen Property Report for State Departments, Institutions, and Agencies" is prepared. The appropriate box concerning contributory negligence is marked
  6. Report forwarded to department head for review and signature
  7. Signed report and supporting documentation forwarded to Property Management.
  8. Property Custodian responsible for the item has to sign as well as the Department Business Administrator, same person cannot sign twice
- Submit a completed "Missing/Lost Property Questionnaire" to Property Management.
  - On the form, please provide:
    1. Tag number of asset
    2. Asset description
    3. Last known location of asset
    4. Name of persons who searched for asset
    5. Responses to questions regarding actions taken to locate the asset
    6. Signature of responsible Property Custodian, Department Business Administrator, and any person assisting in locating the items.

## ➤ **Reporting Stolen Property to Property Management**

Department is required to inform Property Management when the property is found to be stolen as a result of negligence with the following.

- Submit a complete [Texas State Comptroller's Missing & Stolen Report Form](#) to Property Management within 72 hours of the occurrence.
- On the form, please provide:
  1. Name of agency/institution
  2. Place of occurrence
  3. University of Houston Police Department notified of theft
  4. UHPD investigates loss, issues case number and report
  5. Department obtains copy of UHPD report
  6. UH Tag Number (including description and location)
  7. Department business office conducts review of internal procedures to determine if preventable circumstances exist and assess possibility of employee negligence
  8. "Missing or Stolen Property Report for State Departments, Institutions, and Agencies", is prepared. The appropriate box concerning contributory negligence

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is marked

9. Report forwarded to department head for review and signature
10. Signed report and supporting documentation forwarded to Property Management. (Include copy of completed checklist and copy of police report)
11. Property Custodian responsible for the item has to sign as well as the Department Business Administrator, same person cannot sign twice

Property Management reviews the Missing or Stolen Property report within 48 hours (2 working days) of receipt

1. Incomplete forms will be returned to the submitting department
2. For items have been reported missing, Property Management will update the items as missing, but the items will remain on the departments inventory for two year after the report is filed, in compliance with the State of Texas Comptroller's policy.
3. For items reported stolen, please provide a completed and signed State of Texas Missing or Stolen Property Report along with a copy of the police incident report. A narrative report from the department describing the incident and employees involved should be attached.
4. Property Management reviews the Missing, Damaged and Stolen form. If a department reports employee negligence, Property Management will report the loss to internal audit and request assistance in determining negligence. If negligence of a state official or employee is determined, Property Management will work with internal audit and other areas as appropriate to determine whether the employee should be responsible for repayment based on the depreciated value of the items.
5. Once a decision is made for employee financial responsibility, the check for payment will be made payable to the University of Houston.
6. Property Management will deposit the funds into their cost center and immediately transfer the funds back to the department into their original purchased PeopleSoft Cost Center for recovery of the value of the property loss.