

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

Name of Agency/Institution _____ Agency Number _____

Place of Occurrence _____
City _____ County _____

Police Agency _____ Police Report
Notified _____ Offense No. _____

State Property Number and Component Number
of Each Item _____

Description of Item{s} _____

Location of Item{s} _____

Person{s} Responsible for Asset{s} _____

Report in Detail: {If additional space is necessary, use reverse side.}

Please check one box.

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 _____

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

If submitted from 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 512-477-0015.

Sent to State Auditor _____

Sent to State Attorney General _____

