

MISSING, DAMAGED OR STOLEN PROPERTY REPORT

Name of Agency/Institution SAM HOUSTON STATE UNIVERSITY	Agency No. 753
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Place of occurrence	City	County	
Policy agency notified	Police report number	Disposal code	Estimated value at date of loss

SERIAL NUMBER(S)	PURCHASE DATE	PURCHASE VALUE

STATE PROPERTY NUMBER - COMPONENT NUMBER	DESCRIPTION	LOCATION

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

<input type="checkbox"/>	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 <u>WAS</u> through the negligence of the person(s) charged with the care and custody of this property.
<input type="checkbox"/>	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 <u>WAS NOT</u> 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
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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 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)320-8775.

IF FOUND: Complete this section and forward to SHSU Property Management.
Location: Bldg: _____ Room: _____ Date: _____
Department Head/Director Signature _____