

Report of Missing or Stolen Property
WEST TEXAS A&M UNIVERSITY PROPERTY
MANAGEMENT
bglen@wtamu.edu
 (Revised 12/12)

Choose Circumstances Regarding Property: *Missing / Stolen*

Department: _____ **Date:** _____

Asset #: _____ **Serial #:** _____

Asset Description: _____

Acquisition Cost: \$ _____ **Acquisition Date:** _____

Date of Discovery: _____ **Location last seen:** _____

Names(s) of last person(s) in custody of asset: _____

Please explain: _____

If Stolen: *Original police incident report must be attached.*

If Missing: The following investigative steps must be completed:

Note Date Completed

- Physical search of last known location and surrounding area. _____
- Question last person(s) in custody of asset. _____
- Follow up on any leads. If informed that asset was transferred to another department, then contact department and attempt to confirm transfer. _____
- Department Head/Director contacts departmental employees to solicit aid in searching for asset and takes corrective actions to more fully secure assets. (*Attach documentation.*) _____

If Recovered: Complete this section and forward to WTAMU Property Management.

Location: Bldg.#: _____ **Room:** _____ **Group:** _____

_____ X _____

Date

Head/Director Signature

Below to be completed by University Property Manager

Signature: To be Completed by University Property Manager

Please check one box. If applicable, indicate "unable to determine" here:

<p>... 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 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).</p>	<p>... 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).</p>
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_____ **Date**

_____ **University Property Manager Signature**

