DIVISION OF FINANCE & ADMINISTRATION
Asset Management

Missing Property Investigation Statement

(Revised 04/2026)

Print Forms

OFFICE OF THE ASSOCIATE VICE PRESIDENT FOR FINANCE AND ADMINISTRATION AND CONTROLLER
Asset Management

NEW! - BEFORE REPORTING A COMPUTING ASSET AS MISSING, YOU MUST SUBMIT A SERVICENOW TICKET. Go to https://ithelp.unt.edu, click in the Search box, type Asset, and click on Asset Management - Assistance Locating Computer, complete form and submit. Use the information that will be provided by ServiceNow to potentially help locate the missing IT asset.

This statement should be completed by the reporting party at the time that property is reported as missing. Answer all applicable questions. **Texas Form 74-194 (Missing, Damaged or Stolen Property Report) completed at Asset Management discretion.**

Asset Tag#:	Dept ID#:	Who discovered the asset was missing?	Who had custody of the item?

What was the date and time of discovery?	Who had custody of the item when it was last seen?
Was the asset available for checkout?	**Was the asset checked out at the time it went missing?**
Who saw the asset last?	**When was the asset last seen (date)?**

Was the asset assigned and used in a secured area? If so, how was it secured?

Who had authorization to the area where the asset was used?

What action has the department taken to prevent any further loss?

Were there any procedures in place to safeguard this asset at the time of its loss? If so, were the procedures followed?

What do you feel may have happened to the asset, sent to Surplus, disassembled for parts, or stolen and not reported to the Asset Management, traded-in and not included on the purchase order, etc. If any of these conditions accurately reflect the asset's disposition, please provide documentation supporting this conclusion.

Dept. Head: Have all department personnel been made aware of (Texas Gov't Code Ann. sec. 403.275) regarding personal financial liability toward university property? ☐ Yes ☐ No

Designated Inventory Coordinator	Printed/Typed Name	Date

Signature of Department Head	Printed/Typed Name	Date