

## MISSING, DAMAGED OR STOLEN PROPERTY REPORT

NOTE: If property has been stolen or is lost, destroyed or damaged as a result of negligence, this form should be completed and sent to the Office of the Attorney General within 72 hours of the occurrence.

Name of agency / institution							<i>A</i>	Agency no.	
Place of occurrence				City County			County		
Police agency notified			Police report number		Disposal code		E	Estimated value at date of loss	
	I								
SERIAL NUMBER	(S)	PURCHASE DATE			PURCHASE VALUE				
STATE PROPERTY COMPONENT NUMBER			DESCRIPTION					LOCATION	
NUMBER	COMPONENT NUMBER		DESC	RIPTION				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.								
listed herein indicate destruction, or dam	the circumstances surround es reasonable cause to belie age to this property <u>was</u> thro with the care and custody of t	ve that ugh the	the loss, e negligence of the	listed herei destruction	n indicate , or dama	es reasonab age to this pi	le cause operty <u>w</u>	urrounding the state property to believe that the loss, ras not through the negligence and custody of this property.	
This form should be sig form, the rank of that in	ned and dated by the agen dividual should be greater t	cy/inst han th	itution head or des at of the property r	ignated represent	ative. If a	a designated	d represe	entative completes this	
sign here									
Printed name and title						1			

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 police 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) 479-8067.