



# Missing Property Investigation Statement

(Revised 04/2020)

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

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?
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
What was the date and time of discovery?		Who had custody of the item when it was last seen?	
<input type="text"/>		<input type="text"/>	
Was the asset available for checkout?		Was the asset checked out at the time it went missing?	
<input type="text"/>		<input type="text"/>	
Who saw the asset last?		When was the asset last seen (date)?	
<input type="text"/>		<input type="text"/>	
Was the asset assigned and used in a secured area? If so, how was it secured?			
<input type="text"/>			
Who had authorization to the area where the asset was used?			
<input type="text"/>			
What action has the department taken to prevent any further loss?			
<input type="text"/>			
Were there any procedures in place to safeguard this asset at the time of its loss? If so, were the procedures followed?			
<input type="text"/>			
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.			
<input type="text"/>			

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