



Stolen Property Statement

This statement should be completed by the reporting party at the time that property is reported as stolen. Answer all applicable question. **This form should accompany Texas Form 74-194 titled Missing, Damaged or Stolen property Report available from Asset Management.**

Asset Tag# Dept. ID # Who discovered the theft? Who had custody of the item?

When and where was the asset last seen (date, time, and location)? Who last saw the asset?

Was the asset assigned to a secured location? If so, how was it secured?

Was there evidence of "forced entry?" If so, please describe the type of forced entry.

Was the asset stolen from a vehicle? If so, was the vehicle secured?

If the vehicle was secured was the asset placed out of plain sight, e.g. in the trunk, the glove box, or under the seat?

Who has key access to the asset's assigned location?

List all parties notified of the theft?

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

During the department's investigation of this theft what individuals were interviewed?

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