

MISSING, DAMAGED, OR STOLEN PROPERTY REPORT

NOTE: If property has been stolen this form should be completed and sent to the Office of the Attorney General within 72 hours.

Name of agency / institution							,	Agency no.
Place of occurrence				City County			County	
Police agency notified			Police report number		Disposal code			Estimated value at date of loss
SERIAL NUMBER(S)		PURCHASE DATE			PURCHASE VALUE			
STATE PROPERTY NUMBER	COMPONENT NUMBER	NENT NUMBER DESC						LOCATION
TOMBER .								
Person(s) responsible for asset(s)			Property Manager name					Property Manager phone
Report in detail (including what sec	curity measures were in place at the t	ime.)						
listed herein indicate destruction, or dama	box. 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, negligence of the	listed hereir destruction.	n indicate , or dama	s reasonab ge to this p	le cause roperty <u>w</u>	urrounding the state property to believe that the loss, vas not through the negligence and custody of this property.
This form should be sig	and dated by the agon	ov/ineti	tution head or dos	ignated represents	ative If a	designator	d represe	entative completes this
This form should be signed and dated by the agency/institution head or designated representative. If a designated representative completes this form, the rank of that individual should be greater than that of the property manager.								
sign here								
Printed name and title						•		

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)320-8775.