

(Revised 05/2016)

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**

Asset ID/ tag number Dept. ID # Who discovered the theft? Who had custody of the item?

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

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

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

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

List all parties notified of the theft?

Were there any procedures in place to safeguard this property 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 the University policy (Vol.II, section 4.3.2) regarding personal Liability toward University property? Yes No

Designated Asset Coordinator Printed/Typed Name Date

Signature of Department Head Printed/ Typed Name Date