



# Missing Property Investigation Statement

(Revised 05/2016)

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OFFICE OF THE ASSOCIATE VICE PRESIDENT FOR FINANCE AND ADMINISTRATION AND CONTROLLER

## Property Management

This statement should be completed by the reporting party at the time that property is reported as missing. Answer all applicable questions. **This form should accompany Texas Form 74-194 titled Missing, Damaged or Stolen Property Report.**

Asset ID/Tag Number:	Dept ID#:	Who discovered the property 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 property available for checkout?	Was the property checked out at the time it went missing?
<input type="text"/>	<input type="text"/>

Who saw the property last?	When was the property last seen (date)?
<input type="text"/>	<input type="text"/>

Was the property assigned and used in a secured area? If so, how was it secured?

Who had authorization to the area where the property was used?

What action has the department taken to prevent any further loss?

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

What do you feel may have happened to the property, sent to Surplus, disassembled for parts, or stolen and not reported to the Asset Services, traded-in and not included on the purchase order, etc. If any of these conditions accurately reflect the property's disposition, please provide documentation supporting this conclusion.

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
<input type="text"/>	<input type="text"/>	<input type="text"/>

Signature of Department Head	Printed/Typed Name	Date
<input type="text"/>	<input type="text"/>	<input type="text"/>