

## MISSING, DAMAGED OR STOLEN PROPERTY REPORT

NOTE: If property has been stolen or is lost, destroyed or damaged as a result of negligence, this form should be completed and sent to the Office of the Attorney General within five (5) business days of discovery.

Name of agency / institution								Agency no.
[n					l au			
Place of occurrence			County					
Police agency notified				Police report number	I	Disposal	code	Estimated value at date of loss
CEDIAI NIIMDED/C)				PURCHASE DATE		PURCHASE VALUE		
SERIAL NUMBER(S)		FUNCHASE DATE				FORGINGE VALUE		
STATE PROPERTY NUMBER	COMPONENT NUMBER		DESCRIPTION				LOCATION	
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 ti	me.)					
Please check one	box.							
Our investigation of listed herein indicate destruction, or dama person(s) charged v	es reasonab age to this p	ole cause to believe Property <u>was</u> throu	e that t gh the	he loss, negligence of the	listed herei destruction	n indicate	es reasonable caus age to this property	surrounding the state property e to believe that the loss, was not through the negligence and custody of this property.
This form should be sig form, the rank of that in						ative. If a	designated repres	sentative completes this
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) 479-8067.