



TEXAS SOUTHERN UNIVERSITY

MISSING, DAMAGED OR STOLEN PROPERTY REPORT

NOTE: This form is to be completed for all property that has been stolen or is lost, destroyed or damaged. This form should be completed and a copy sent to the Office of Property Management within 72 hours of the occurrence.

Department	Building & Room/Ste. Number	Dept. Orgn. #
------------	-----------------------------	---------------

Police Agency Notified <i>(if applicable)</i>	Police Report Number	Disposal Code	Estimated Value at Date of Loss
---	----------------------	---------------	---------------------------------

STATE PROPERTY NUMBER	SERIAL NUMBER	DESCRIPTION	PURCHASE DATE	ACQUISITION VALUE

Person(s) responsible for asset(s)	Department Property Custodian	Property Custodian Phone Number
------------------------------------	-------------------------------	---------------------------------

Report in detail (including what security measures were in place at the time)

Please check one box:

Our investigation of the circumstances surrounding the state property listed herein indicates reasonable cause to believe that the loss, destruction or damage to this property **was** through the negligence of the person(s) charged with the care and custody of this property.

Our investigation of the circumstances surrounding the state property listed herein indicates reasonable cause to believe that the loss, destruction, or damage to this property **was not** through the negligence of the person(s) charged with the care and custody of this property.

This form should be signed and dated by the Department Head or designated representative. If a designated representative completes this form, the rank of that individual should be greater than that of the Department Custodian.

sign here ▶	Date
--------------------	------

Dept. Head/Designated Rep. Printed Name & Title

sign here ▶	Date
--------------------	------

Department Custodian Printed Name & Title

Submit a copy of this form to Property Management within 72 hours of the occurrence and retain a copy of this form (including Property Management's signature below), for your property management files.

FOR PROPERTY MANAGEMENT USE ONLY

Received Date	Signature	Printed Name
---------------	-----------	--------------