

TEXAS A&M ENGINEERING EXPERIMENT STATION

FISCAL OFFICE

THE TEXAS A&M UNIVERSITY SYSTEM

Report Of Missing or Stolen

TEES Division Name: _____ **TEES Division Code:** _____

Asset Description: _____ **Asset Tag Number:** _____

Acquisition Cost: _____ **Acquisition Date:** _____ **Date of Discovery:** _____

Name(s) of last person(s) in custody of asset: _____

Choose Circumstances Regarding Property: **Missing** **Stolen**

Please explain: _____

If Stolen: *A copy of the police incident report must be attached.*

If Missing: <i>The following investigative steps must be completed:</i>	<u>Note Date Completed</u>
• Physical search of last known location and surrounding area.	_____
• Question last person(s) in custody of asset.	_____
• Follow up on any leads. If informed that asset was transferred to another division/Surplus, then contact division/Surplus and attempt to confirm transfer.	_____
• Accountable Property Officer contacts departmental employees to solicit aid in searching for asset and takes corrective actions to more fully secure assets.	_____

Signature: *To be completed by the Accountable Property Officer:* Please check one box.

Negligence has been found: **No Negligence has been found:**

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

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

_____ _____
Accountable Property Officer's Signature **Date**

If Recovered: *Complete this section and forward to TEES Property Management.*

Location: **Building No.:** _____ **Room No.:** _____ **Responsible Person:** _____

_____ _____
Accountable Property Officer's Signature **Date**