



PROPERTY OFFICE MISSING OR STOLEN PROPERTY REPORT

Department/Sub Department and Asset Information

Agency #: 760

Department/Sub-department	Name(s) of last person(s) in custody of asset:
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Asset #:	Asset Description:
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Serial #:	Current Condition: <input type="checkbox"/> Excellent <input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> Poor
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Acquisition Cost:	Acquisition Date:	Date of Discovery:
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Circumstances Regarding Property: Missing Stolen

Please explain:

IF STOLEN: Original police incident report must be attached.

IF MISSING: The following investigative steps must be completed:

Note Date Completed

- Physical search of last known location and surrounding area
- Question last person(s) in custody of asset
- Follow-up on leads. If asset was transferred to another department, Contact department and attempt to confirm transfer
- Department Head/Director contacts departmental employees to solicit aid in searching for asset and takes corrective actions to more fully secure assets. (Attach documentation)

Signature: To be completed by Department Head/Director:

Date

Accountable Property Officer Signature

Date

Alternate Accountable Property Officer Signature

For Review by Property Management:

- 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.

Date

Property Officer Signature