

THE TEXAS A&M UNIVERSITY - KINGSVILLE
FINANCE AND ADMINISTRATION OFFICE
MISSING OR STOLEN PROPERTY REPORT

(5/03)

Effective FY23, the University has implemented comprehensive guidelines to enforce accountability for missing or stolen items. This system is applicable to all departments within the institution and aims to minimize financial losses and foster responsible management of University assets.

To ensure proper accountability, departments will be charged back for any missing or stolen items that are five years old or newer. This charge back mechanism serves as a deterrent against careless handling and unauthorized removal of University property. By implementing these guidelines, the University strives to promote responsible asset management practices and minimize financial losses resulting from missing or stolen items.

Missing ☐ (Complete 1-8) Stolen (Complete 1-9) Ref# _____
Agency Number 732

Description of Item(s) _____

Place of Occurrence _____
City State County

Last Known Location _____

Date of Loss _____ Building Name _____ Room Number _____

Estimated Value at Date of Loss \$ _____ Serial Number: _____

Purchase Date: _____ Purchase value: _____ Asset Number: _____

Location of Item(s) _____

Departmental Person(s) Responsible for Asset(s): _____

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

If stolen: Police Agency Notified _____ Police Report # _____

Charge Account missing item will be charged to: _____

Signature of Dean/Director of Department _____ Date _____ Signature of Head of Department _____ Date _____

ATTACH CORRESPONDENCE FROM THE DEPARTMENT HEAD DOCUMENTING THE FOLLOWING ITEMS (initial by each item):

- Notify all departmental personnel of loss and request any information concerning the property.
- Conduct a search of the department.
- Identify the date and place the property was last seen.
- Identify the manner in which the loss occurred.
- Determine if prescribed procedures were adequate to safeguard the property.
- Recommend any revisions in procedures that might be required to prevent future losses.
- If loss is due to negligence, recommend holding an individual(s) pecuniarily liable, and for what amount.
- Describe any other steps taken.
- Include a copy of the police report, where appropriate.

FOR TAMUK PROPERTY ACCOUNTING OFFICE USE ONLY

Please check one box.

Disposal Code In SPA _____
Date Entered In FAMIS (FFX) _____

☐ Our investigation of the circumstances surrounding the disappearance of 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 and is, therefore, being reported as required by Tex. Gov't Code Ann. sec. 403.276(a) and (b).

☐ Our investigation of the circumstances surrounding the disappearance of the state property listed herein indicates that the person(s) charged with the care and custody of this property was (were) not negligent to the extent indicated in Tex. Gov't code Ann. sec. 403.276(a) and (b).

☐ Unable to determine.

Agency Head or Designee (Comptroller) Signature _____

Date _____

Printed Name _____

Title _____

Return to Audrey Basaldua, Property Records Officer, MSC 107

REV. 05./19/25