

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 72 hours of the occurrence.

| | |
|------------------------------|------------|
| Name of agency / institution | Agency no. |
|------------------------------|------------|

| | | |
|------------------------|----------------------|---------------------------------|
| Place of occurrence | City | County |
| Police agency notified | Police report number | Disposal code |
| | | Estimated value at date of loss |

| SERIAL NUMBER(S) | PURCHASE DATE | PURCHASE VALUE |
|------------------|---------------|----------------|
| | | |
| | | |
| | | |
| | | |

| STATE PROPERTY NUMBER | COMPONENT NUMBER | DESCRIPTION | LOCATION |
|-----------------------|------------------|-------------|----------|
| | | | |
| | | | |
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|------------------------------------|-----------------------|------------------------|
| Person(s) responsible for asset(s) | Property Manager name | Property Manager phone |
|------------------------------------|-----------------------|------------------------|


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 agency/institution head or designated representative. If a designated representative completes this form, the rank of that individual should be greater than that of the property manager.

| | |
|--|------|
|  | Date |
| Printed name and title | |