

**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                      Kingsville                      TX                      Kleberg  
City                      State                      County

Last Known Location                      Building Name                      Room Number

Date of Loss                      /                      /                      Estimated Value at Date of Loss \$ \_\_\_\_\_                      Serial Number(s) \_\_\_\_\_

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 Number for missing items** \_\_\_\_\_

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
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):**

1. Notify all departmental personnel of loss and request any information concerning the property.
2. Conduct a search of the department.
3. Identify the date and place the property was last seen.
4. Identify the manner in which the loss occurred.
5. Determine if prescribed procedures were adequate to safeguard the property.
6. Recommend any revisions in procedures that might be required to prevent future losses.
7. If loss is due to negligence, recommend holding an individual(s) pecuniarily liable, and for what amount.
8. Describe any other steps taken.
9. 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**