



THE UNIVERSITY OF TEXAS RIO GRANDE VALLEY

Missing / Stolen Property Instructions

You need to contact the UTRGV police department and file a report if equipment has been stolen. It is the responsibility of the department to submit a copy of the police report to the Assets Management Dept at InventoryCertifications@utrgv.edu. Failure to submit a police report will keep the asset active in your account. A police report is up to the discretion of the department if the equipment is suspected of being missing with hopes that it will be found again.

The following instructions are for the missing or stolen property form:

- 1. Name of Agency/Institution:** University of Texas Rio Grande Valley.
- 2. Place of Occurrence:** City and county where the incident took place.
- 3. Police Agency Notified:** Necessary if stolen, not necessary if missing.
- 4. Police Report Offense No. :** Case number should be on police report.
- 5. Disposal Code:** Leave blank for office use only.
- 6. Estimated Value at Date of Loss:** Leave blank.
- 7. Serial Number(s):** Write serial number(s) if known.
- 8. Purchase Date:** Leave blank.
- 9. Purchase Value:** Leave blank.
- 10. State Property Number Of Each Item:** Write inventory tag number(s).
- 11. Component Number of Each Item:** Leave blank.
- 12. Description of Item(s):** Describe item(s).
- 13. Location of Item(s):** Write location of item(s) before discovered missing/stolen.
- 14. Person(s) Responsible for Asset(s):** Write cost center/project manager's name and or employee's name if checked out equipment for off-campus use.
- 15. Report in Detail:** If stolen, attach a copy of police report and indicate "see attached police report", if missing with no police report, write a description of how the equipment was found missing.
- 16. Leave the bottom half of the form blank:** For office use only.



THE UNIVERSITY OF TEXAS RIO GRANDE VALLEY

Missing Or Stolen Property Report for
State Departments, Institutions, And Agencies

Name of Agency / Institution: THE UNIVERSITY OF TEXAS RIO GRANDE VALLEY Agency Number: 746

Place of Occurrence: City County

Police Agency Notified Police Report Offense No.:

Table with 6 columns: TAG#, Description, Serial #, Purchase Date, Purchase Value, Location UTRGV / Off Campus

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

Dashed box for detailed report content.

This form should be signed and dated by the person(s) responsible of the facts described above and cost center/project manager.

Asset Custodian Signature: Date:

Printed name and Title:

Department Supervisor Signature: Date:

Printed name and Title:

THIS SECTION TO BE COMPLETED BY ASSET MANAGEMENT OFFICE

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 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 Ann. Sec. 403.273(a) and (b)

Please check on box: If Applicable, indicate "unable to determine" here: Disposed Code: