

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

(5/03)

Missing (Complete 1-8)	Stolen (Complete)	Ref#	732
Description of Item(s)		Agency Number	
Place of Occurrence	Kingsville TX City State	Kleberg 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			

If stolen: Police Agency Notified

Police Report #

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 § & § 2 8 1 7 , 1 OFFICE USE ONLY

Please check one box.

Disposal Code: SPA  
 Date ( Q W H J A M S ) ;

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

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