**Missing, Stolen or Vandalized Property**

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| --- | --- | --- | --- |
| Dept./Sub-Dept.Code:  |  | Date: |  |
| Asset #: |  | Serial #: |  |
| Asset Description: |  |
| Acquisition Cost: |  | Acquisition Date: |  |
| Date of Discovery: |  | Condition (check): [ ]  Excellent [ ]  Good [ ]  Fair [ ]  Poor |
| Name(s) of last person(s) in custody of asset:  |  |
| Circumstances regarding property (check): |  [ ]  Missing [ ]  Stolen [ ]  Vandalized  |
| Please explain:  |  |
| **If Stolen: Police incident report must be attached.**  |
| **If Missing: The following investigative steps must be completed:**  | **Note Date Completed** |
| * Physical search of last known location and surrounding area.
 |  |
| * Question last person(s) in custody of asset.
 |  |
| * Follow up on any leads. If informed that asset was transferred to another department, then contact department and attempt to confirm transfer.
 |  |
| * APO/AAPO contacts departmental employees to solicit aid in searching for asset and takes corrective actions to more fully secure assets.

**(Attach documentation.)** |  |
| **Signature of APO/AAPO:** | **Date:** |
| **Associate Director Certification (*Please check appropriate box*):** |
| Our investigation to determine whether the loss, destruction, or damage to this property was through negligence of the person(s) charged with the care and custody of it determined:  | [ ]  Negligence[ ]  No Negligence[ ]  Unable to Determine |
| **Signature of Associate Director:** | **Date:** |
| **If Recovered: Complete this section and forward to Texas A&M Forest Service Property Manager.**  |
| **Location:** | **Bldg #:** | **Room:** | **Group:** |
| **Signature of APO/AAPO:**  | **Date:**  |