



Office Use Only

Missing, Damaged, or Stolen Property Investigation Report

Missing Property Damaged Property Stolen Property

Date: _____ Department: _____ Building: _____ Room #: _____

Property Tag #: _____ Serial #: _____ Value: _____

Property Description: _____

When was the property determined to be missing or damaged? _____

What steps were taken to locate the missing property? _____

Who was notified of the loss or damage, when and how? _____

Was the loss due to a break in? _____

Who had possession of the item? If not the property custodian of the department, what documentation is available showing transfer or loan of the equipment? _____

If missing, who saw the property last? _____ Date the property last seen? _____

Who has access to the area/property/keys? _____

How was the area/property secured? _____

If missing from a vehicle, was the vehicle secured? _____ If yes, were high-risk items placed out of plain sight? _____

What procedures are in place to safeguard this property against loss or damage? _____

Were these procedures followed correctly? _____ Was everything done to safeguard this equipment? _____

Are all employees aware of their responsibility to exercise reasonable care of property? _____

What action has been taken to prevent further losses or damage? _____

A police report must be filed for all missing, damaged, or stolen property. Follow these steps to file a police report.

1. Call LUPD Dispatch at 880-8307 and ask to file a report.
2. An officer will follow-up with you and give you a case #. If possible, get copy of report to attach with this form.
3. List case number below and send this **COMPLETED** form to LogisticalSupport@Lamar.edu or to PO Box 10004.

POLICE REPORT CASE NUMBER _____

Completed by: _____ Date: _____

Property Custodian's Signature: _____ Date: _____

Dean/Department Chair's Signature: _____ Date: _____

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: _____ (Please check one box)

WAS through the negligence of the person(s) charged with the care and custody of this property.

WAS NOT through the negligence of the person(s) charged with the care and custody of this property.

Vice President's Signature: _____ Date: _____