Lamar University • Property Management Department

PO Box 10004 • (409) 880-8940 or (409) 880-8898

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: _____

Please check one box

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

☐ 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 **was not** through the negligence of the person(s) charged with the care and custody of this property.

Vice President's Signature: _____ Date: _____

OFFICE USE ONLY BELOW THIS LINE

☐ SPA ☐ L DRIVE ☐ EMAIL DEPARTMENT ☐ SPREADSHEET Initials:_____ Date:_____