

**Missing or Stolen Property Report  
For  
State Departments, Institutions, and Agencies**

Name of Agency/Institution: University of Texas at Dallas Agency Number: 738

Place of Occurrence: City of Richardson, Dallas/Collin County

Police Agency Notified: Police Report Offense No: Disposal Code:

Estimated Value at Date of Loss: Serial Number(s):

Purchase Date: Purchase Value:

State Property Number of Each Item: (This is the UTD TAG #)

Component Number of Each Item: (To be completed by the Inventory & Surplus Control Office)

Description of Item(s):

Location of Item(s):

Person(s) Responsible for Asset(s):

Report in Detail: **(Include the security measures that were in place at the time of the loss. See the reverse side of the form for further information.)**

Please check one of the boxes below.

\_\_\_\_ 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 Texas Government 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 Texas Government Code Ann. sec. 403.276(a) and (b).

Signature \_\_\_\_\_ Date \_\_\_\_\_  
**Craig Thorp Director Logistics and Distribution**

(This form must be signed and dated by the agency/institution head or designated representative. If someone other than the agency/institution head completes this form, the rank of the individual must be greater than that of the property manager.)

Please indicate with an **x** or check mark  , the category that best describes the circumstances surrounding the loss. This document will be submitted to the State Auditor's Office along with the attached Missing or Stolen Property Report for State Departments, Institutions, and Agencies Form.

1.  \*This item was damaged and discarded by divisional personnel without utilizing the University's surplus disposal processes. Subsequently, supporting documentation was not submitted to the Inventory & Surplus Control Office.
  2.  \*This item was considered obsolete and discarded by divisional personnel without forwarding proper documentation to the Inventory & Surplus Control Office.
  3.  \*This item was traded in for new equipment without referencing the details of the trade on the requisition or without the use of proper terminology referencing the details of the trade on the departmental requisition and subsequent purchase order. (This category includes items listed as "upgrades: to the user's desktop environment but actually involved physical removal of the existing assets from campus and replacing it with a new unit).
  4.  Documentation was submitted to the Inventory & Surplus Control Office, but the item was left in an unsecured area (docks, etc.) and apparently removed prior to receipt in the University's surplus storage facility. (Items meeting this criterion will remain under the custodial authority of the relinquishing division until State Auditor approval for deletion).
  5.  \*This item was cannibalized for parts and the remains discarded without utilizing the University's surplus disposal process.
  6.  Divisional personnel have conducted thorough physical searches of all of the areas assigned to the custodial authority and have been unable to locate this item.
  7.  \*This item was removed by Academic Computing's technical support staff without an audit trail of the item's final destination.
  8.  \*This item was purchased as part of the "start up" property for formerly occupied space within a building. Subsequently, the division moved to a different location and the transfer of custodial authority was not completed (relinquishing and receiving signatures indicating mutual agreement) and forwarded to the Inventory & Surplus Control Office.
  9.  The circumstances surrounding the loss are not included in the options listed above. Please find attached an explanation of the events pertaining to this asset.
- If you have chosen any of the asterisked options above, by signature below you agree to adhere to proper university procedures in the future. Please call the Inventory & Surplus Control Office (ext. 2150 or 6421) if you require further information.

---

 Signature of Department Head/Date

---

 Department Head Name - Printed