



**ADMINISTRATIVE
POLICIES AND PROCEDURES MANUAL**

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SUBJECT

PROPERTY ADMINISTRATION

SUB-TOPIC

STOLEN/MISSING EQUIPMENT

Stolen Property

If it is determined that property assigned to a custodial property account has been stolen, the departmental property manager must immediately notify the University Police. The custodial property manager should be prepared to provide the investigating officer with as much detail as possible; i.e., UTD inventory numbers, dates, times, names, etc., for the Police Department's investigative report(s). The custodial property manager must also contact the Property Administration Office to obtain a copy of the Missing or Stolen Property Report for State Departments, Institutions and Agencies form. The custodial property manager must complete and forward the original document to the Property Administration Office. The University Police Department must submit a copy of the investigative document(s) to the Property Administration Office. Upon receipt of all the above-referenced documentation, the Property Administrator will submit this information to the Senior Vice President for Business Affairs. The Senior Vice President for Business Affairs will make a recommendation as to whether or not the person(s) charged with the care and custody of the property was (were) negligent according to guidelines maintained in the Texas Government Code Ann., Section 403.276 (a) and (b), and forward the original documentation to the Property Administrator. After the Property Administrator has received the paperwork, he will notify the Offices of the State Comptroller, the State Auditor and the State Attorney General. The asset(s) will remain on the custodial property account until deletion approval has been granted by the State Auditor's Office.

Missing Property

If it is determined that the property assigned to a custodial account is missing, the departmental property manager must contact the Property Administration Office to obtain a copy of the Missing or Stolen Property Report for State Departments, Institution and Agencies form. The custodial property manager must complete and forward the original to the Property Administration Office. The missing property report must include the following information:

1. All pertinent property identification information,
2. The circumstances surrounding the loss,
3. The search criteria and additional efforts to recover the loss, and
4. Internal controls measures that have been installed/modified to minimize exposure.



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SUBJECT

PROPERTY ADMINISTRATION

SUB-TOPIC

STOLEN/MISSING EQUIPMENT, Continued

Missing Property, continued

Upon receipt of the documentation, the Property Administrator will update the University's records to reflect the missing status of the asset and notify the State Comptroller's Office electronically. Through this process, the record is set aside until the property is found or the criteria for deletion (three physical inventory periods and/or three calendar years from the time the item is coded as missing with the State Property Accounting System) is met. The Property Administration Office will apply expanded search criteria and monitor all inventory-related procedures and correspondence in an effort to locate the item(s). Property meeting this criteria will be deleted from the University's records after the State Auditor's approval has been granted.