



Missing or Stolen Property Report Texas Department of Public Safety (405)

Act-6 (Rev 6/14)

State Property Number: _____
(One asset per report)

Date of this report: _____

Department Code: _____

Description: _____

Serial Number: _____

Date Discovered Missing: _____

According to the State Comptroller's website: Property that has been stolen **MUST** be reported to the Comptroller's Office and law enforcement **WITHIN 48 HOURS**, and reported to the OAG **within 72 hours** after discovery. Property that is missing or damaged due to **NEGLIGENCE** must be reported to the Comptroller and the OAG **within 72 hours** after discovery.

ROOT CAUSE OF MISSING ASSET:

✓ Correct Reason	Code	Reason	Further description of Reason and additional information required
	A	Theft	Police Report # _____ with _____ (agency) attached. Date reported: _____ Attach any other supporting documentation. If A was selected, please answer item B .
	B	Was this employee negligent?	Y ____ N ____ Was the employee financially obligated? Y ____ N ____
	C	Swap-out	Exchange, trade, upgrade asset or part of asset
	D	Surplus	Transferred to Surplus
	E	Reorganization	Organizational/responsibility changes affecting department codes
	F	Project/Refurbish	Replacement of assets or part of assets without proper documentation
	G	Loan/Share	Asset given to other individuals without proper documentation
	H	Not transferred	Asset not transferred, not completed, incorrect, or not done at all
	I	Poor communication	Communication breakdown – emails, phone calls, faxes or memos
	J	Poor training	Insufficient knowledge of Capital Assets tools and/or processes
	K	Improper information	Missing or incorrect information
	L	Other (explain)	Explanation: _____

Property Custodian

Signature

Date

Department Manager

Signature

Date

Regional Asset Specialist

Signature

Date

Add details or explanation of circumstances and/or results (REQUIRED per DPS General Manual Chapter 10.15.10):

Capital Asset Office Use Only:

Purchase Date: _____ Purchase Value: _____ Depreciated Value: _____

Date in VAT: _____ Dept. Code: _____ Date entered in SPA: _____

Processed by: _____

Disposal Method: 17) Missing with Negligence 19) Missing 20) Stolen with Negligence 21) Stolen without Negligence

Capital Assets Supervisor or Manager (if necessary): _____

AD/DAD printed name: _____

AD/DAD signature: _____