PROPERTY

# Missing Asset Report

Sam Houston State University
MEMBER THE TEXAS STATE UNIVERSITY SYSTEM

Use this form to report controlled and capital orange tagged assets missing upon discovery.

## REPORT DETAILS

REPORTED BY

REPORTED DATE

DEPARTMENT ORG #

DEPARTMENT NAME

DISCOVERY DATE

## ASSETS

| | ASSET # | ASSET DESCRIPTION | LAST KNOWN LOCATION |
|---|---|---|---|
| 1 | | | |
| 2 | | | |
| 3 | | | |
| 4 | | | |
| 5 | | | |

## ACKNOWLEDGMENT

Upon investigating the circumstances surrounding the asset(s), was this loss due to negligence of the person(s) charged with the care and custody of this property?

RESPONSE

No

SIGNATURE

## COMPLETION

COMPLETION DATE

COMPLETED BY

COMMENTS

If the above asset(s) are found, please complete the found form from our website:
https://intranet.shsu.edu/dept/property/