* Since the final disposition of missing or stolen property is unknown, DOAS Surplus Property Division cannot issue disposal authorization for these assets. This form is to document the loss for the agency property records.
* Missing or stolen property must be maintained on the agency’s property record for two (2) years from the date the loss is reported. If the property is found or recovered in this period, the same asset ID number can be utilized.
* A police report must be filed for any property that is suspected stolen.

Report Date:

|  |  |
| --- | --- |
| **Agency Information** (where property is located) | **Property Information:** |
| Agency:       | Item:      |
| Address      | Make:       |
| City:      | St.     | Zip:      | Model:       |
| Prop. Coord.:      | Serial No.       |
| Phone No.:       | Asset Tag No.       |
| e-Mail:       | Other ID.:      |
|  | Acq. Date:      Acq. Cost:  $      |
|  | Fund SCOA:       |

**Circumstances**

|  |  |
| --- | --- |
| Date Reported:      | Reported by:       |
| Property is assumed [ ]  missing or [ ] stolen. Why?      |
| Where was the property last seen or used?       |
| Who was the last to see or use it?       |
| What steps have been taken to find/recover the property?       |
| If stolen, police report number:       |
| DOAS Risk Management notified: [ ]  Yes [ ]  No If yes, Claim Number:       |
| Other details or comments:      |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |  |  |
| Property Custodian Signature | Date |  | Property Coordinator Signature | Date |  | Agency Fiscal/Admin Signature | Date |