

## STOLEN/RECOVERED PROPERTY REPORT

This form is used to report university property as stolen. Prior to submitting this report, the incident must be reported to, and investigated by, the UTSA Police. This report may also be used to report the recovery of property previously reported as stolen.

**Instructions: (Form Must Be Typed)** 1) Complete, sign, scan and email to [financial.services@utsa.edu](mailto:financial.services@utsa.edu) with SUBJ: Stolen Report and TagID. 2) If Category 1 data was stored or present on the stolen property, send an email notification to [informationsecurity@utsa.edu](mailto:informationsecurity@utsa.edu). 3) Ensure all attachments are included with the email. 4) Retain copies of all documentation for your departmental records.

Stolen	Recovered	Today's Date: _____					
<b>DEPARTMENT/ICP DETAILS</b>							
Department Name: _____		DeptID: _____					
Inventory Contact Person (ICP)							
Name: _____		Phone: _____	Signature: _____				
<b>POLICE INFORMATION</b>							
<i>*NOTE: All stolen and recovered items <b>Must Be</b> reported to the University Police.</i>							
Place/Occurred City: _____		County: _____	Date Occurred: _____				
Police Agency Notified: _____		Police Rpt#: _____	Date Reported: _____				
<i>*NOTE: If theft occurred off-campus a copy of the local/applicable Police Report <b>Must Be</b> attached to the email.</i>							
<b>STOLEN ASSET INFORMATION</b>							
Tag Number	Asset Description	Serial ID	Location (Bldg/Rm)	Acquisition Date	Cost	Responsible Asset Custodian	
Was any CONFIDENTIAL or PERSONALLY IDENTIFIABLE Information stored or present on the stolen property?						No	Yes*
<i>*NOTE: If YES, please send a copy of this completed form to <a href="mailto:informationsecurity@utsa.edu">informationsecurity@utsa.edu</a>.</i>							
Was a <i>Removal of Equipment</i> form on file?		Yes (attach a copy)	No	N/A			
Was EQUIPMENT taken out-of-country?		Yes (attach a copy of the approved Export Control form)			No		
<b>DETAILED CIRCUMSTANCES SURROUNDING THE THEFT OR RECOVERY</b>							
<i>*NOTE: Include security measures that were in place PRIOR to the theft. If additional space is required, attach a separate Memorandum).</i>							
Was there employee negligence?		Yes	No				
<b>REQUIRED DEPARTMENTAL SIGNATURES/ACTIONS</b>							
Dept Mgr/Custodian: _____				Title: _____			
Signature: _____				Date: _____			
Dean/Vice President: _____				Title: _____			
Signature: _____				Date: _____			
<b>ASSOCIATE VICE PRESIDENT, FINANCIAL AFFAIRS</b>							
Our review 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 <u>WAS</u> through the negligence of the person(s) charged with the care and custody of this property.				Our review 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 <u>WAS NOT</u> through the negligence of the person(s) charged with the care and custody of this property.			
<i>*NOTE: This form should be signed and dated by the Associate Vice President, Financial Affairs or designated representative.</i>							
Associate Vice President, Financial Affairs: _____							
Signature: _____				Date: _____			
<b>INVENTORY DEPARTMENT PROCESSING ACTIONS</b>							
Processed by: _____		Date: _____		Finance Code: _____			