

# UTSA Financial Affairs

## Stolen/Recovered Property Report

Report university property as stolen or report the recovery of property previously reported as stolen.

Instructions: Please type all requested information on the form. Handwritten forms will not be accepted.

Stolen	Recovered	Today's Date:
<b>Department/Inventory Contact Person (ICP) Information</b>		<b>Police Information</b>
		<i>*All stolen items <b>must be</b> reported to the University Police</i>
Department Name:	Dept ID:	Date of Occurrence: City: County:
ICP Name:	Phone:	Date of Report: Police Report Number:
ICP Signature:	Date:	Police Agency Notified:
<i>* If the 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 Category 1 - Confidential or personally identifiable information stored or present on the stolen property? <small>*If Yes, send a copy of this form to <a href="mailto:informationsecurity@utsa.edu">informationsecurity@utsa.edu</a></small>		
Was a Removal of Equipment form on file?		Was Equipment taken out of the country?
<b>Detailed Circumstances Surrounding the Theft or Recovery</b>		
Was there employee negligence?		
<b>Responsible Parties</b>	<b>Signature</b>	<b>Date</b>
1. Dept. Manager/Custodian Name:		
Title:		
2. Dean/VP Name:		
Title:		
<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 property's loss, destruction, or damage <b>was</b> through the negligence of the person(s) charged with the care and custody.		Our review of the circumstances surrounding the disappearance of the state property listed herein indicates reasonable cause to believe that the property's loss, destruction, or damage <b>was not</b> through the negligence of the person(s) charged with the care and custody.
<b>Responsible Parties</b>	<b>Signature</b>	<b>Date</b>
3. Associate VP, Financial Affairs Name:		
<b>Inventory Department Use</b>		
Processed by:	Date:	Finance Code:

Once complete and signatures are obtained from 1 and 2, forward the original form to: [Inventory.department@utsa.edu](mailto:Inventory.department@utsa.edu) with the SUBJ: Stolen Property Report (insert Tag ID). Ensure all support documentation is attached to the email. Retain copies for record. If stolen property contained Category 1 data, notify [informationsecurity@utsa.edu](mailto:informationsecurity@utsa.edu).

Questions – Contact **Inventory Department** (210) 458-4844, [Inventory.department@utsa.edu](mailto:Inventory.department@utsa.edu)

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