

TEXAS A&M INTERNATIONAL UNIVERSITY
MISSING, STOLEN OR DAMAGED PROPERTY REPORT

Employee narrative (include- who, what, where, when, and asset information):

I understand that I am responsible for any property belonging to the University which is loaned to me, solely for business use while I am employed by University. I am responsible for the safekeeping of University property and may be held personally liable for any negligence. I will take corrective action to ensure that any property entrusted to me is accounted for and handled responsibly.

Employee Signature: _____ Date: _____

Supervisor notes/comments regarding action plan for employee to prevent losses (optional):

Loss, damage, or theft of this property due to negligence: _____ YES _____ NO

Supervisor Name: _____

Supervisor Signature: _____ Date: _____

Police Report Filed: _____ YES _____ NO Date: _____ *Attach copy

Vice President Signature: _____ Date: _____

Office Use Only:

Received/Reviewed by: _____ Date: _____

Property Status Updated: _____ (check when completed)