

**HOWARD COLLEGE  
AND  
SOUTHWEST COLLEGIATE INSTITUTE FOR THE DEAF  
MISSING OR STOLEN PROPERTY REPORT**

Campus \_\_\_\_\_

Place of Occurrence \_\_\_\_\_  
Address City State Zip Code

Law Enforcement Agency Notified \_\_\_\_\_ Report Number \_\_\_\_\_

Estimated Value at Date of Loss \_\_\_\_\_ Serial Number \_\_\_\_\_

Fixed Asset ID(s) \_\_\_\_\_

Description of Item(s) \_\_\_\_\_

Location of Item(s) \_\_\_\_\_

Person(s) Responsible for Asset(s) \_\_\_\_\_

Report in detail: \_\_\_\_\_

Please  one:

<p>_____ Our investigation 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 was through negligence of the person(s) charged with the care and custody of this property and is, therefore, being reported as required by Texas Government Code Ann. Sec. 403.276 (a) and (b).</p>	<p>_____ Our investigation of the circumstances surrounding the disappearance of the State property listed herein indicates that the person(s) charged with the care and custody of this property was (were) not negligent to the extent indicated in Texas Government Code Ann. Sec. 403.276 (a) and (b).</p>
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This form should be signed and dated by the department head or designated representative.

Signature \_\_\_\_\_ Date \_\_\_\_\_ Position \_\_\_\_\_