

Georgia Surplus Property Manual

Missing or Stolen Property Report

Missing or Stolen Property Report

- ◆ Since the final disposition of missing or stolen property is unknown, DOAS Surplus Property Division can not issue disposal authorization for these assets. This form is to document the loss for the agency property records.
- ◆ Missing or stolen property must be retained on the agency's property record for two (2) years from the date the loss is reported. After two years, it may be retired for the agency inventory.
- ◆ A police report must be filed for any property that is suspected stolen.
- ◆ If the property is found or recovered within the 2 year period, the same asset ID number can be utilized. DOAS Risk Management shall be notified if the agency has received a claim payment for the recovered property.

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 <input type="checkbox"/> missing or <input type="checkbox"/> 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: <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, Claim Number:	
Other details or comments:	

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

Instructions

1. Enter Report Date (date this form is being completed).
2. Complete agency information section. Ensure contact data is where property is located.
3. Complete Property information with as much information as you know about the item(s).
4. Complete Circumstances section with as much information as you know.
5. Retain this document for your records.