

**TEXAS STATE TECHNICAL COLLEGE
COLLEGE OPERATING PROCEDURE**

3.27

CAMPUS:	Marshall	Page 1 of 2
TITLE:	Reporting Missing or Stolen Property	
OFFICE OF RESPONSIBILITY:	Business Services	
APPROVED BY:	Dr. J. Gary Hendricks	
TITLE:	President	Date: November 23, 2005

STATUS: Replaces Policy & Procedure 3.27 "Reporting Missing or Stolen Property"
Approved 11/30/93
Revised: 9/23/96
Revised: 12/11/00
Revised: 07/17/02 for TSTC Marshall
Revised: 11/23/05

PRACTICE:

It is the practice of Texas State Technical College Marshall that all missing property be reported within 24 hours after discovery of the missing property to the, TSTC Marshall Department of Public Safety and Inventory Specialist. Department of Public Safety will notify local law enforcement for reports. The Inventory Specialist will provide forms and information for reporting to the President and (if needed) the State Comptroller's Office.

PERTINENT INFORMATION:

All capitalized items (\$5,000.00 or more in value) should have a TSTC equipment decal placed on them and the serial number of the equipment or property should also be maintained in the department. The state employee who utilizes the property or who has responsibility for the property will be held accountable by the institution and the State of Texas. The name of the person responsible will be provided to the State as a function of the property inventory system.

There will be periodic property inventory confirmations, both announced and unannounced.

The current value, which requires capitalization, is over \$5,000. Although the limit will be incurred in general, there will be certain other items (electronic equipment, computers, printers, etc.), which must be included on the inventory, regardless of purchase price.

Missing or stolen property will remain on inventory for a period of three (3) years after being reported.

PROCEDURES:

- A. Each department or unit should periodically ensure that all state property is accounted for. Also, donated items should be kept on a separate list within the department.
- B. Upon discovery that property is missing or unaccounted for, a Security Officer and the Inventory Specialist should be notified. The Department of Public Safety will notify the local law enforcement for reporting. A copy of the police report will be forwarded to Inventory Control. Inventory Control can provide data concerning the item for the police report. The President's Office should be notified of missing property.
- C. The Inventory Specialist should be notified for TSTC Marshall to complete the appropriate state paperwork to delete the property from inventory and notification of State Comptroller's Office.