PROCEDURE LIT.4.04.06
REPORTING MISSING OR STOLEN PROPERTY

SCOPE: Faculty and Staff

1. All missing or stolen property should be reported immediately once identified.

    1.1. Employees report missing or stolen property using the missing and stolen property report online.

    1.2. All missing or stolen property must be reported to the Property Manager and the applicable department head.

2. A Missing or Stolen Property Report must be completed and will be used to initiate a request for a Lamar Police report to document the incident (as applicable).

    2.1. Should a police report be required, Property Management will notify the employee and the request can be initiated with the Lamar Police department.

3. Employees may be held liable for lost or missing items under their control.

    3.1. The value of the item may be withheld from their paycheck.

Related Policies: Policy 4.04 Property Management

Relevant Forms/Documents: Missing & Stolen Property Report

Relevant TSUS Policies/Forms/Documents:

Relevant Statutes:

Relevant SACSOC Standards:

Document History:
Adopted: November 2026
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