



MISSING, DAMAGED, DESTROYED, OR STOLEN PROPERTY REPORT

NOTE: *If property has been stolen, lost, destroyed or damaged, this form must be completed and sent to Louisiana Housing Corporation within 72 hours. This form should be used for reporting equipment with (1) an individual purchase price of \$500.00 or more and/or (2) multiple items that cumulatively total \$500.00 or more. Use additional copies of the form if necessary. All copies must be signed by the Executive Director and the person responsible for safekeeping the inventory.*

Name of Agency/Subgrantee		Agency No.
Place of Occurrence	City	Country
Police agency notified	Police report number	Police Agency phone number

DESCRIPTION	MODEL#	SERIAL#	LOCATION ON PREMISES

PURCHASE DATE	PURCHASE VALUE	ESTIMATED VALUE AT DATE OF LOSS

Person(s) responsible for the asset(s)	Executive Director Name	Executive Director Phone Number
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Report in detail the situation (including all of the following: when the property was last used, when the property was last seen, when you realized the property was missing, what security/safety measures were in place at the time). Attach and label an additional page if necessary.

Please describe the new steps/procedures formed to prevent future loss of inventory. Attach and label an additional sheet if necessary.

Will the missing inventory need replacement? Yes or No. If yes, what account number will be used to pay for the replacement equipment?

Sign and Date	Sign and Date
Title (Print)	Executive Director

This form requires two signatures to be accepted as completed. One signature must be that of the Executive Director of the Agency. The other signature will need to be that of the person responsible for safekeeping of the inventory. Retain a copy of this form for your records. Fax a copy to Louisiana Housing Corporation at (225) 754-1469. Mail the original form with original signatures to Louisiana Housing Corporation, Attn: Chris Dunn, 11637 Industriplex Blvd., Baton Rouge, LA 70809. Please contact Chris Dunn with any questions at (225) 754-1443.



Missing, Stolen, Destroyed, or Damaged Property Procedures

Louisiana Housing Corporation (LHC) Energy Department has established the following procedures to address the issue of Missing, Stolen, Destroyed, or Damaged Inventory/Property.

1. Stolen Property

- a. If an item of property has been stolen, Louisiana Housing Corporation Energy Department should be notified immediately.
- b. The Agency must provide LHC with an original copy of the *MISSING, DAMAGED, DESTROYED, OR STOLEN PROPERTY REPORT* immediately.
- c. To have the item removed from LHC's Inventory Listing, the Agency must provide a completed *MISSING, DAMAGED, DESTROYED, OR STOLEN PROPERTY REPORT* with a copy of the police report to the LHC Energy Assistance Department within 72 hours.

2. Missing Property

- a. Property that is missing must be reported to the Louisiana Housing Corporation Energy Department after the department has conducted a diligent search for the item. This search period should not exceed five business days.
- b. Missing property will be indicated on the department's inventory listing when the *MISSING, DAMAGED, DESTROYED, OR STOLEN PROPERTY REPORT* has been received indicating the missing item(s).
 - i. If the item(s) are located, LHC Energy Assistance Department should be notified.
 - ii. When approved by the LHC Energy Program Manager, the item will be deleted from the inventory.
 - iii. It is further incumbent upon the Executive Director to ensure that the loss was not due to negligence on the part of an employee. The Attorney General may investigate the loss and, if the investigation discloses that it was sustained through negligence, then the Attorney General may demand reimbursement to the State for the Property loss.

3. Destroyed Property

- a. Property that is destroyed must be reported to Louisiana Housing Corporation Energy Department immediately.
- b. The Agency must submit and a copy of the *MISSING, DAMAGED, DESTROYED, OR STOLEN PROPERTY REPORT* with original signatures and photographs of the destroyed equipment to LHC within five business days.
- c. To have the item removed from LHC's Inventory Listing, the Agency must provide a completed *MISSING, DAMAGED, DESTROYED, OR STOLEN PROPERTY REPORT* and a copy of the Insurance Claim to LHC within ten business days. Once the replacement equipment has been purchased, the Agency must complete an Inventory Form and submit it to LHC within five business days. The LHC's Inventory Listing will be updated with the new inventory and the destroyed inventory will be removed from the listing at that time.



4. Damaged Property

- a. Property that is broken or damaged that can not be repaired to its functional state must be reported to Louisiana Housing Corporation Energy Department within ten business days by completing a *MISSING, DAMAGED, DESTROYED, OR STOLEN PROPERTY REPORT*.
- b. If the item will be replaced, the Agency must complete an Inventory Form and submit it to LHC within five business days of receiving the replacement equipment. The LHC's Inventory Listing will be updated with the new inventory and the damaged inventory will be removed from the listing at that time.