

**TEXAS STATE UNIVERSITY
MISSING OR DAMAGED PROPERTY NOTIFICATION REPORT**

NOTE: This Report does not require the University Police Department (UPD) to complete an incident report

TEXAS STATE INVENTORY NUMBER	LAST KNOWN LOCATION	DESCRIPTION	COMMENTS

Person(s) responsible for asset(s)	Property Manager name Frank Gonzalez	Property Manager phone 512-245-2294
Report in detail (including what security measures were in place at the time.)		

Please check one box:

Our investigation of the circumstances surrounding the state property listed herein indicates reasonable cause to obtain that the loss, destruction, or damage **was** through the negligence of the person(s) charged with care and custody of this property.

Our investigation of the circumstances surrounding the state property listed indicates reasonable cause to believe that the loss, destruction, or damage to this property **was not** through the negligence of the person(s) charged with the care and custody of this property.

Signature: Department Head or Designee	Date
Printed name and title	

Retain a copy of this form for your files. If the missing/damaged property is an electronic storage device MM&L will submit a copy of this form to the Chief Information Security Officer.