**Form C**

**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 Our investigation of the circumstances surrounding the state property

 listed herein indicates reasonable cause to obtain that the loss, listed indicates reasonable cause to believe that the loss,

 destruction, or damage **was** through the negligence of the destruction, or damage to this property **was not** through the negligence

 person(s) charged with care and custody of this property. 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 also submit a copy of this form to the University IT Security Officer.**