**TEXAS STATE UNIVERSITY**

**STOLEN PROPERTY NOTIFICATION REPORT**

**FORM D**

**NOTE:** The department head **must** first notify the University Police Department (UPD) to complete an incident report.  Then the department head completes and submits this report to the Materials Management & Logistics Department.

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|  **Place of occurrence**  | **City**  | **County**  |
| **Police agency notified**  | **Police report number**  | **Disposal code**  | **Estimated value at date of loss**  |

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| **TEXAS STATE INVENTORY****NUMBER** | **LAST KNOWN LOCATION** | **DESCRIPTION** |  **COMMENTS** |
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**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.

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| This form should be signed and dated by the account manager or designee.  |

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| **Signature; Department Head or Designee** | **Date** |
| **Printed name and tittle** |

 **Retain a copy of this form for your files. Submit this form and send a copy of the police report to the office of Materials Management and Logistics (MM&L). If the stolen property is an electronic storage device (computer, server, tablet, etc.) MM&L will submit a copy of this form to the Chief Information Security Officer.**