

**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.

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

TEXAS STATE INVENTORY NUMBER	LAST KNOWN LOCATION	DESCRIPTION	COMMENTS

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.

This form should be signed and dated by the Department Head.

Signature of Department Head	Date
Printed name and title	

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 & 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.**