



TEXAS TECH UNIVERSITY

REQUEST TO REPORT MISSING OR DAMAGED PROPERTY REPORT

Note: If property is missing (not misplaced), damaged, or destroyed, this form should be completed and sent to [property.management@ttu.edu](mailto:property.management@ttu.edu)

Name of Department

Organization No.

Please check the appropriate occurrence.

Is the asset?
Missing
Damaged
Destroyed

What date did you become aware of the occurrence?

Table with 6 columns: Asset Tag #, Description, Purchase Date, Purchased Amount, Serial Number, Location

Person(s) responsible for asset(s), Property Custodian, Phone

Report in detail the circumstances regarding this report.

REQUIRED: Please check the appropriate box

Our investigation of the circumstances surrounding the state property listed herein indicates reasonable cause to believe that the missing property was through the negligence of the person(s) charged with the care and custody of this property.

Our investigation of the circumstances surrounding the state property listed herein indicates reasonable cause to believe that the missing property was not through the negligence of the person(s) charged with the care and custody of this property.

sign here, Date, Printed Name and Title

Retain this form for your files. If the property is missing due to employee negligence, submit a copy of this form to property.management@ttu.edu