



TEXAS TECH UNIVERSITY

REQUEST TO DELETE STOLEN PROPERTY REPORT

Note: If property has been stolen, this form should be completed and sent to property.management@ttu.edu

Name of Department	Organization No.
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Place of occurrence	City	County
Police agency notified	Police report number	Estimated value at date of loss

Asset Tag #	Description	Purchase Date	Purchased Amount	Serial Number	Location

Person(s) responsible for asset(s)	Property Custodian	Phone
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Report in detail the circumstances regarding this report and what security measures were in place at the time.

REQUIRED: Please check the appropriate box

Our investigation of the circumstances surrounding the state property listed herein indicates reasonable cause to believe that the loss, destruction, or damage to this 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 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.

<div style="display: flex; align-items: center;"> sign here </div>	Date
Printed Name and Title	

Retain this form for your files. If the property was stolen due to employee negligence, submit a copy of this form and a copy of the policy report, if applicable, to property.management@ttu.edu

Attachment C

OP 63.08

4/18/14