



TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER EL PASO

Missing, Lost, or Stolen Property Report

Department

ORGN Code

Please check the appropriate occurrence.

Is the asset?
Missing
Lost
Stolen

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.

Negligence Statement:

REQUIRED: Please check the appropriate box

Our investigation of the circumstances surrounding the property listed above 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 property listed above 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.

Property Custodian Signature:

sign here, Date, Printed Name and Title

My signature indicates that I have reviewed the circumstances surrounding the missing property and have made a determination regarding negligence based on those circumstances.

Please click the Submit button to email the completed form to:
TO: baelp-asset.accounting@ttuhsc.edu (Property Management)
CC: elpasoitsecurity@ttuhsc.edu (Information Security)
CC: elpasocomplianceoffice@ttuhsc.edu (Institutional Compliance)
CC: ttpelpaso@ttuhsc.edu (Police Department)