

LOST OR STOLEN PROPERTY AFFIDAVIT

LOCATION OF PROPERTY _____ DATE OF REPORTED LOSS _____

SCHOOL _____ WING/BUILDING _____ ROOM _____

DESCRIPTION _____ FIXED ASSET NUMBER _____

DETAILED EXPLANATION OF LOSS: In case of theft or mysterious disappearance, show the name of the local law enforcement office notified and the date the loss was discovered. If such loss was not reported to local law enforcement at the time of discovery, give a complete explanation of such failure. Attach copies of police reports if applicable.

Police Report Number (if applicable) _____

WE HEREBY STATE UNDER OATH THAT THE ABOVE FACTS ARE TRUE AND CORRECT TO THE BEST OF OUR KNOWLEDGE.

BOARD PRESIDENT _____ Date _____

SUPERINTENDENT _____ Date _____

BUILDING ADMIN / PRINCIPAL _____ Date _____

BUILDING FIXED ASSET COORDINATOR (BFAC) _____ Date _____

EMPLOYEE RESPONSIBLE FOR FIXED ASSET _____ Date _____

THIS DATE PERSONALLY APPEARED BEFORE ME, the undersigned authority, in and for _____ County, in the State of Mississippi, the above named individuals, who, being first duly sworn, state on their oaths that the above facts are true and correct to the best of their knowledge.

GIVEN UNDER MY HAND AND OFFICIAL SEAL, this the _____ day of _____, 2_____

Notary Public

DISTRIBUTION / FILING INSTRUCTIONS

- 1 – ORIGINAL – DFAC (ATTACH COPY OF POLICE REPORT/FORM FA-C)
- 2 – COPY – BFAC FILE