

LOST OR STOLEN PROPERTY AFFIDAVIT

Mississippi University for Women

Location of Property: _____ Date: _____

Description	Inventory Number	Report Number	Date Purchased	Cost

Detailed Explanation of Loss: In case of loss, theft, or robbery, show the name of the local law enforcement entity notified and the date the loss was discovered. If such loss was not reported to a local law enforcement entity at the time of the discovery, give a complete explanation of such failure.

You must attach the detailed explanation of loss to this form along with the any pertinent information (e.g., police report, etc.)

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

DATE: _____

Executive Head of Agency, President

DATE: _____

Property Officer

DATE: _____

Department Director

DATE: _____

Employee Responsible for Property

THE 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 the above facts are true and correct to the best of their knowledge.

GIVEN UNDER MY HAND AND OFFICIAL SEAL, this _____ day of _____, 20____.

SEAL

NOTARY PUBLIC