

**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: \_\_\_\_\_  
\_\_\_\_\_ Person Responsible for Property  
**(if unable to get a signature, write the person's name that the property was assigned to)**

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 the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

SEAL

\_\_\_\_\_  
NOTARY PUBLIC