

GULFPORT SCHOOL DISTRICT
LOST OR STOLEN PROPERTY AFFIDAVIT

Site

Control Number

Date of Report

Description of Asset

Serial Number

Model

Detailed Explanation of Loss: Item missing, staff member cannot locate, student did not return, etc. In case of theft or robbery, (only if site was broken into) please include a police report from the Gulfport Police Department. Please include date of discovery and name of person/s the item were assigned to.

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

Principal or Department Head Signature

Date

Inventory Specialist Signature

Date

Employee Responsible for Property

Date

THIS DATE PERSONNALLY APPEARED BEFORE ME, the undersigned authority, in and for HARRISON 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 OFFICAL SEAL, this the _____ day of _____,

Notary Public