

LOST OR STOLEN PROPERTY AFFIDAVIT

Name of Institution, Department or Agency

Address

Address

Location of Property:

Date: _____

Description	Inventory Number	Report Number	Date Purchased	Coat or Value
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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.)

We hereby state under oath that the above facts are true and correct to the best of our knowledge.

Executive Head of Agency

Date

Property Officer

Date

Employee Responsible for Property

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 _____, 20____.

Notary Public

NOTE: This affidavit should be filed with the inventory deletion form and deletion documentation the same month that the property is removed from inventory.