



LOST OR STOLEN PROPERTY AFFIDAVIT

Department Name _____ Account No. _____

DSU Inventory No. _____ Serial No. _____

Description of Equipment _____

Date Acquired _____ Cost of Item \$ _____

The procedures and instructions for the completion of the affidavit are on the back of this form. Please read the procedures and instructions before completing the details of the property disappearance.

State fully the details of the property disappearance.

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

Departmental Property Officer Date Department Head Date

THIS DATE PERSONALLY APPEARED BEFORE ME, the undersigned authority, 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

APPROVED:

Dean or Department Head Date DSU Property Officer Date

Vice President for Finance Date President Date

1. **Ensure that DSU police have been notified and a police report filed on the missing item(s), get a copy of the report prior to completing the affidavit.**
2. Fill in the department name, disregard "Account No"
3. Fill in the DSU inventory number and the serial number
4. Give a brief description of the equipment, i.e. Gateway E-4300 computer, IBM Thinkpad R50 notebook, Sony MVC-10 Digital Video Camera, etc.
5. Fill in the date the equipment was purchased ("acq date" on your spreadsheet)
6. Fill in the cost of the item ("acq cost" on your spreadsheet)
7. On the lines provided, give a detailed account of the circumstances surrounding the disappearance of the item and the steps taken to locate it. Use an additional sheet if needed and attach it to the affidavit.
8. Take the affidavit to a notary; the Departmental Property Officer signs and dates the affidavit before the notary; notary seals, signs, and dates the affidavit
9. Take the affidavit to the Department Head who then signs and dates the affidavit.
10. Send the affidavit, police report, and any other supporting documentation to the Property Office, item(s) are deleted after all appropriate signatures are gathered.