

Pontotoc County School District
 285 Highway 15 By-Pass South
 Pontotoc, MS 38863
LOST OR STOLEN PROPERTY AFFIDAVIT

Name of School _____ Room Number _____

Asset Number	Description	Date Purchased	Cost or Value

THIS SECTION TO BE COMPLETED BY THE PARTY RESPONSIBLE FOR THE EQUIPMENT:

IN CASE OF THEFT, ROBBERY OR MYSTERIOUS DISAPPEARANCE, LIST DETAILED EXPLANATION OF LOSS:

The name of the Sheriff's Office notified: _____

The date the loss was discovered: _____

Sheriff's Report Number: _____

(If such was not reported to a Sheriff's Office at the time of the discovery, give a complete explanation of such failure.)

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

 Signature of Employee Responsible for Property

 Date

THIS DATE PERSONALLY APPEARED BEFORE ME, the undersigned authority, in and for Pontotoc County, in the State of Mississippi, the above named individual, who, being first duly sworn, state on their oath 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

My commission expires: _____

----- do not fill in the information below this line ----- do not fill in the information below this line -----

 Date of Action by School Board

 (Name of School Board President)

 Property Manager

 Date