
LOST OR STOLEN PROPERTY AFFIDAVIT

(1)

Name of Institution, Dept. or Agency

Address

Address

Location of Property:

(2)

Date:

(3) _____

Description

Inventory
No.

Report
No.

Date
Purchased

Cost or
Value

(4)

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.)

(5)

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

Date (6)

Executive Head of Agency

Date (7)

Property Officer

Date (8)

Employee Responsible for Property

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 _____, 19 __.

(9)

Notary Public

NOTE: This affidavit should be filed with the Inventory Form "D" and Form 961 or CP-2 the same month that the property is removed from inventory.

Exhibit N.A.-2
