

GEORGE COUNTY SCHOOL DISTRICT
LOST OR STOLEN PROPERTY AFFIDAVIT

Location of Property: _____
School/Room #

Date: _____

<u>Description</u>	<u>Asset #</u>	<u>Police Report #</u>	<u>Date Purchased</u>	<u>Cost or Value</u>
_____	_____	_____	_____	_____

Detailed explanation of loss: (Item missing, staff member cannot locate, student did not return, etc. Please include date of discovery and name of person/s the item was assigned to.)

If Chromebook: _____ Completed Chromebook Lost/Stolen Procedure Form is attached.

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

_____ Employee Responsible for Property	_____ Date
_____ Principal/Director	_____ Date
_____ Superintendent	_____ Date

THIS DATE PERSONALLY APPEARED BEFORE ME, the undersigned authority, in and for George 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 _____ day of _____, 20_____.

Notary Public

PLEASE SEND A COPY OF THIS AFFIDAVIT, TOGETHER WITH APPLICABLE ATTACHMENTS TO THE BUSINESS OFFICE AND SUBMIT A REQUEST TO DISPOSE THROUGH MARATHON. THE FIXED ASSETS CLERK WILL SEND THIS TO THE SUPERINTENDENT’S OFFICE FOR SCHOOL BOARD APPROVAL AFTER CHECKING WITH TECHNOLOGY AND FEDERAL PROGRAMS FOR APPROVAL.

BOARD APPROVED DATE: _____