

LOST, DESTROYED OR STOLEN PROPERTY AFFIDAVIT

Property that is lost, destroyed or stolen should be reported to Public Safety and Property Management within **24 hours** of discovery. Please complete this form and include an explanation of the discovery of lost, destroyed or stolen property. Turn in the notarized form along with a copy of the Police Report Case # to the Property Management department. **Incomplete forms will not be processed.**

Date: _____

JSU Department _____
 Original Location of Property _____
 Contact Name/Telephone _____

<u>Description of Property</u>	<u>JSU E#</u>	<u>Serial #</u>	<u>Report #</u>	<u>Purchase Date</u>	<u>Cost or Value</u>

Detailed explanation of Loss: (In case of theft, robbery or mysterious disappearance, show the name of the law enforcement agency (i.e. JSU Campus Police) notified and the date the loss was discovered. If such loss was not reported to a law enforcement agency at the time of the discovery, give complete explanation of such failure).

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

Person Responsible for Property

Date

Department Head

Date

This date, personally appeared before me, the undersigned authority, in and for _____ County, in the State of Mississippi, 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 _____ month, the year of _____.

Notary Signature

Notary Printed Name

Commission Expiration Date