



# LOST OR STOLEN PROPERTY AFFIDAVIT

University of Southern Mississippi

## Gulf Coast Research Laboratory

PROPERTY ACCOUNTING

**GULF COAST RESEARCH LABORATORY - USM**

**703 EAST BEACH DRIVE**

**OCEAN SPRINGS, MS 39564**

Property Location #:			Date:	
Description	Inventory #	Report #	Date Purchased	Cost

**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. **You must attach the detailed explanation of loss to this form along with any pertinent information (e.g., police report, etc.).**

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

DATE: \_\_\_\_\_

\_\_\_\_\_  
Executive Head of Agency

DATE: \_\_\_\_\_

\_\_\_\_\_  
Property Officer

DATE: \_\_\_\_\_

\_\_\_\_\_  
Employee Responsible for Property

**THIS DATE PERSONALLY APPEARED BEFORE ME, the undersigned, in and for Jackson 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 \_\_\_\_\_, 20\_\_\_\_.

Official Seal

\_\_\_\_\_  
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