



East Tallahatchie School District

Lost or Stolen Property Affidavit

NOTARIZATION REQUIRED

2026-2027 | Raymond Russell, Superintendent
411 East Chestnut Street, Charleston, MS 38921 | 662-647-5524 | Fax 662-647-3720 | www.etsd.k12.ms.us

Lost property requires a notarized affidavit. Stolen property also requires a law-enforcement report. Board minutes must authorize deletion/disposition before the inventory record is removed.

AFFIANT AND PROPERTY LOCATION

☐ Lost ☐ Stolen ☐ Other unexplained disappearance

Affiant / responsible employee

Job title

School / department / room

Discovered / last verified dates

Asset Tag	Serial No.	Description / Brand / Model	Purchase Date	Cost / Value

CIRCUMSTANCES, SEARCH, AND LAW ENFORCEMENT

Detailed circumstances and chain of custody

Search and recovery actions

Law-enforcement agency

Report / NCIC number

Officer / report date

SWORN STATEMENT AND NOTARY

I swear or affirm that this report is true and complete; I have not concealed, transferred, sold, or retained the property; and I will notify ETSD immediately if it is recovered.

Affiant signature / date

Principal / director signature / date

Notary signature / commission expiration / seal

SCHOOL BOARD AND INVENTORY ACTION:

Board action date / minute reference / disposition

Property Manager posted / date