



East Tallahatchie School District

Missing Asset Report

PRELIMINARY REPORT

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

This report does not authorize inventory deletion. Report suspected theft immediately as directed. Lost/stolen items also require a notarized affidavit and School Board disposition.

LOCATION AND SEARCH

Report date

School / department

Responsible employee

Assigned room / location

Date last verified / last known user

Asset Tag	Serial No.	Description	Last Known Location	Cost / Value

SEARCH ACTIONS AND STATUS

☐ Room ☐ Nearby rooms ☐ Staff asked ☐ Transfer/repair/loan records ☐ Technology check

Search details / results

☐ Found ☐ Search continuing ☐ Report lost ☐ Suspected stolen ☐ Record correction

CERTIFICATION AND ROUTING

Responsible employee signature / date

Principal / director signature / date

District Property Manager review / date

Affidavit / police report reference

Final location / disposition

Inventory correction posted / date