

School/Department Name:Address:				
Location Of Property:				
Date: Police/Sheriff Report Number:				
GPSD Asset #	Manufacturer/Device Name	Service Tag / Serial Number	Item Description:	Cost or Value
		ΤΟΤΑΙ ΜΑΙΙ		
TOTAL VALUE OF ADDITIONS         Detailed Explanation of Loss: (In case of theft, robbery or mysterious disappearance, show the name of the local law enforcement				
office notified and the date the loss was discovered. If such loss was not reported to a local law enforcement office at the time of the discovery, give a complete explanation of such failure.) Attach copies of police reports, if applicable.				
PLEASE NOTE: Any questions contact FIXED ASSET CLERK for the Greenville Public School District Larry Lewis II @ llewis@gpsdk12.com				
WE HEREBY STATE UNDER OATH THAT THE ABOVE FACTS ARE TRUE AND CORRECT TO THE BEST OF OUR KNOWLEDGE.				
PRINT Employee Responsible for Property Name SIGN Employee Responsible for Property Name				
PRINT Principal/Director Name		SIGN Principal/Director Name		
THIS DATE PERSONALLY APPEARED BEFORE ME, the undersigned authority, in and for				
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 theday of, 20				
Notary Public				
This document has been reviewed and approved by				
Superintendent				

## POLICE REPORT MUST BE ATTACHED

Please complete and return this form along with required documentation to the Business Office.