

# East Tallahatchie School District

Raymond Russel, Superintendent

411 East Chestnut Street

Charleston, MS 38921

662-647-5524 phone • 662-647-3720 fax

## Fixed Asset Lost or Stolen Property Affidavit

### LOCATION OF ASSETS:

School: \_\_\_\_\_ Teacher: \_\_\_\_\_ Room: \_\_\_\_\_

Description	Tag No.	Serial No.	Brand Name	Date Purchased	Cost/Value

Briefly state the conditions associated with the disappearance of the missing asset.

Teacher/Employee Signature: \_\_\_\_\_

Administrator Signature: \_\_\_\_\_

Disposition of this property shall be recorded in the minutes of the East Tallahatchie School Board.

\_\_\_\_\_  
Signature of President, East Tallahatchie School Board

\_\_\_\_\_  
Date

Notary: \_\_\_\_\_ Date: \_\_\_\_\_

Stamp: