

**FIXED ASSET LOST/STOLEN PROPERTY AFFIDAVIT**

NETTLETON SCHOOL DISTRICT

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

SCHOOL: \_\_\_\_\_ BUILDING: \_\_\_\_\_ ROOM: \_\_\_\_\_

ASSET NUMBER: \_\_\_\_\_ POLICE REPORT NUMBER: \_\_\_\_\_

ITEM DESCRIPTION: \_\_\_\_\_

SERIAL NUMBER: \_\_\_\_\_

DATE OF PURCHASE: \_\_\_\_\_ ORIGINAL COST: \_\_\_\_\_

RESPONSIBLE STAFF MEMBER: \_\_\_\_\_

DATE OF DISCOVERY: \_\_\_\_\_

DATE OF NOTIFICATION TO LAW ENFORCEMENT: \_\_\_\_\_

NAME OF RESPONDING LAW ENFORCEMENT DEPARTMENT AND OFFICER:  
\_\_\_\_\_

DETAILED EXPLANATION OF LOST/STOLEN EVENT:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

\_\_\_\_\_  
Staff Member's Signature Date

\_\_\_\_\_  
Principal/Supervisor's Signature Date

\_\_\_\_\_  
Board President's Signature Date