

Tulsa Public Schools Lost or Stolen Property Affidavit

Revised 6-16-09

Site Name

Check one: Lost/Misplaced _____ Stolen _____

TPS Barcode#	Description of Asset - include Serial#	Estimated Cost

Questions required to be answered include but are not limited to:

- 1) When was the last time the item(s) or equipment in question were seen and known to be present? _____
- 2) Who was the last person to see the equipment or have possession of it? _____
- 3) When was the equipment/item first discovered missing? _____
- 4) Who discovered the equipment/item(s) missing? _____
- 5) Is there an identified "check out/check in" procedure that is being utilized? _____
- 6) Is it possible the missing item is checked out and has not been properly returned? _____
 (If the asset(s) was checked out and not returned, attach the signed "TPS Borrowing Agreement")
- 7) Is it possible the item(s) has been surplused and not recorded as such? _____
- 8) Is it possible the item(s) has been transferred to another site without your knowledge? _____
- 9) If the item has been stolen, have you filed a police report with the Campus Police Department? _____
- 10) What is the TPS Police Case Number? _____

(TPS Campus Police phone number = 746-6437)

Additional Information regarding the loss:

(Use the back of this form if needed)

We hereby state that the above facts are true and correct to the best of our knowledge.

Employee Responsible for Property

Date	Signature	Printed Name

Site Asset Manager

Date	Signature	Printed Name

Site Manager/Principal

Date	Signature	Printed Name

Cabinet Member/Area Superintendent

Date	Signature	Printed Name

Send signed originals to your Area Superintendent

Area Superintendent send signed copies to Accounting

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