

TULSA PUBLIC SCHOOLS LOST OR STOLEN PROPERTY AFFIDAVIT

Revised 9-22-15

Site Name CHECK ONE Lost/Misplaced Stolen

TPS Barcode#	Description of Asset	Manufacturer	Serial Number	Est. Cost

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

- 1) When was the last time the item(s) 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 is a laptop or desktop contact ISS to "Ping it" and include the ISS Work Order# _____
- 10) If the item has been stolen, have you filed a police report with the Campus Police Department? _____
- 11) What is the TPS Police Case Number (TRACIS if known)? (TPS Campus Police phone number = 746-6437) _____

REQUIRED - 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 THE PROPERTY

Date	Signature	Printed Name			
Home Phone	Business Phone	RACE	SEX	DOB	

SITE ASSET MANAGER

Date	Signature	Printed Name			
Home Phone	Business Phone	RACE	SEX	DOB	

SITE PRINCIPAL/MANAGER

Date	Signature	Printed Name

EXECUTIVE LEVEL MANAGEMENT (i.e. ILD's)

Date	Signature	Printed Name

Send signed originals to your Executive Level Mgmt

Executive Level Mgmt send signed copies to Accounting