

Explanation of Missing Inventory Item
“FIXED ASSETS”

If an inventory item is missing, follow the procedures below:

1. If there is evidence of theft, an incident report is to be filed through an HPSD Security Officer, to the Hattiesburg Police Department.
2. The person responsible for the inventory is to complete this form with a detailed explanation of the circumstances surrounding the item being discovered missing.
3. This form and a completed Affidavit are to be forwarded to Donald Isabelle.

Description of Item(s) _____

Asset Tag Number(s) _____

Date Discovered Missing: _____

School or Site: _____ Room: _____

Hattiesburg Police Department Incident Number _____

Item last seen or used:

Precautions taken to secure the item:

How item was discovered to be missing:

Signature of Person Responsible for the Item: _____

Signature of Principal or Director: _____