**Washburn University**

**Lost, Stolen or Mysterious Disappearance Property Affidavit**

To: University Police, MO 156
 General Accounting, MO 225

From: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
 (Employee’s name and department)

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

The following capital assets (attach additional sheets if needed) were lost, stolen or mysteriously disappeared as detailed below. This affidavit verifies that the capital assets listed below were owned by the University at the time of the loss and were being used to conduct official University or departmental business:

|  |  |  |
| --- | --- | --- |
| **Inventory Tag Number** | **Description (including manufacturer and model; include serial number if known)** | **Replacement Cost Estimate** |
|  |  |  |
|  |  |  |
|  |  |  |

**Detailed Explanation of Loss:** (in the case of theft, robbery or mysterious disappearance, show the name of the law enforcement agency notified and the date the loss was discovered. If such loss was not reported to a law enforcement agency at the time of the discovery, give a complete explanation of such failure)

**Investigating Police Department: Case Number:**

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

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
Employee’s signature and date Employee’s signature and date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
Employee’s signature and date Department Head’s signature and date

**THIS DATE PERSONALLY APPEARED BEFORE ME,** the undersigned authority, in and for Shawnee County, in the state of Kansas, the above named individuals, who, being first duly sworn on their oaths, state that the above facts are true and correct to the best of their knowledge.

**GIVEN UNDER MY HAND AND OFFICIAL SEAL,** this the \_\_\_\_ day of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, 20\_\_\_\_.

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Notary Public

**Return completed affidavit to:**University Police
MO 156

**Send a copy to:**Finance Office
Attn: General Accounting
MO 225