

Mississippi Delta Community College

207 W Park Avenue
Greenwood, MS 38930
(662) 453-7377

PO Box 668
Moorhead, MS 38761
(662) 246-6365

2900A Hwy 1 South
Greenville, MS 38701
(662) 332-8011

MISSING INVENTORY FORM

INVENTORIED LOCATION FOR MISSING ITEM								
Dept.	Building	Room #	Inventory Tag #	Description of Item	Value	Serial #	Responsible Person	Date Item Missing

Complete the Lost or Stolen Property Affidavit and a Police Report and attach both to this form. Explain in detail all facts regarding the missing property, including each of the following: the date the property was discovered missing; the person who discovered the property was missing; special circumstances regarding the missing property; all efforts made to discover the location of the missing property; and any other pertinent facts regarding the missing property.

Signature of person charged with control of missing property

Signature of person discovering property missing

Date sent to Business Office: _____

December 2018 **Send Immediately to Business Office**

Mississippi Delta Community College does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities. The following person has been designated to handle inquiries regarding the non-discrimination policies: The Associate VP for Institutional Effectiveness, Boggs-Scroggins Student Services Building, P.O. Box 668, Moorhead, MS 38761, 662-246-6558.

Office Use Only
Officer: _____
Enter Date: _____
Date copy of Missing Property Form provided to responsible person's supervisor. _____