

Holmes Community College

1060 Avent Drive
Grenada, MS 38901
(662) 226-0830

#1 Hill Street
Goodman, MS 39079
(662) 472-2312

412 West Ridgeland Avenue
Ridgeland, MS 39157
(601) 856-5400

MISSING INVENTORY FORM

INVENTORIED LOCATION FOR MISSING ITEM							
Campus	Building	Room Number	Property Number	Description of Item	Serial Number	Value	Responsible Person

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; whether a police report is indicated; whether a police report has been made; 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 Property Office:

(August 2009) - Immediately send to Property Office.

<i>OFFICE USE ONLY</i>
Officer: _____
Enter Date: _____
Date copy of Missing Property Form provided to responsible person's supervisor. _____