

PROPERTY LOSS AFFIDAVIT

Bureau of Contract Administration

A. STATEMENT OF ACCOUNTABLE EMPLOYEE

The following listed property assigned to:

Name _____

Employee ID _____

Has been (lost, stolen, damaged) and request is submitted herewith for relief from accountability:

ITEM

INVENTORY NUMBER

The circumstances surrounding this (these) loss (losses) is (are):

I certify that reasonable care was taken to protect the above listed property and that the loss is not attributable to gross negligence or misappropriation on my part.

Signature of Accountable Employee

Date

B. INVESTIGATOR'S REPORT

I have investigated the loss claimed in this report and find the circumstances (not) to be substantiated as claimed. Additional Information disclosed by my investigation is as follows:

I (can) (cannot) find evidence that the accountable employee was grossly negligent in protecting the property involved and recommend that he/she (not be) (be) relieved from accountability.

Signature of Immediate Supervisor

Date

