Lost and Found Report Template:

Item Information:
Date Reported: [Date when the item was reported lost or found]
Location: [Where the item was lost or found]

Reporter's Information (If Applicable):
Name: __________________________
Contact Information: __________________
Relation to Item: __________________

Item Description:
Item Type: [e.g., personal belonging, electronic device, clothing]
Description: ______________________
Color: ___________________________
Size: ____________________________

Item Condition:
[ ] Good condition
[ ] Damaged
[ ] Other: _______________________

Additional Information:
[ ] Owner's Identification: _______________________
[ ] Circumstances of Loss/Discovery: _______________________
[ ] Any Distinctive Features: _______________________

Storage and Security:
[ ] Item Stored Safely: _______________________
[ ] Item Securely Locked: _______________________
[ ] Location of Storage: _______________________

Public Notification (If Applicable):
[ ] Displayed on Notice Board: _______________________
[ ] Social Media Announcement: _______________________

Owner Claim and Return:
[ ] Owner Claimed Item: _______________________

This Lost and Found Report Template was created by Connecteam - the easiest way to manage your employees in one place.
[ ] Date of Return: ____________________
[ ] Authorized Person (If Claimed by Proxy): ____________________

Disposal:
[ ] Disposed of After Holding Period: ____________________
[ ] Method of Disposal: ____________________

Record Keeping:
[ ] Lost and Found Log Updated: ____________________
[ ] Item Removal Log: ____________________

Witness (If Any):
________________________

Supervisor/Manager Signature:
________________________