

# Lost and Found Report Template



## 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: \_\_\_\_\_

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:

\_\_\_\_\_