

# Lost Property Report

**DATE:** \_\_\_\_\_

\_\_\_\_\_  
**Last Name**

\_\_\_\_\_  
**First Name**

\_\_\_\_\_  
**E-Mail Address**

\_\_\_\_\_  
**Phone Number(s) Where You Can Be Reached If Property Is Found**

\_\_\_\_\_  
**Description of Property**

\_\_\_\_\_  
**Possible Loss Site**

\_\_\_\_\_  
**(Date Lost)**

.....  
**IF PROPERTY IS FOUND**

I hereby certify that I received the above-referenced property from the University Center's Lost and Found Department.

\_\_\_\_\_  
**(Signature of Recipient)**

\_\_\_\_\_  
**(Date Picked Up)**

**For Use By Office of University Events**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

# **Found Property Report**

**DATE:** \_\_\_\_\_

\_\_\_\_\_  
**Description of Property**

\_\_\_\_\_  
**Where Property Was Found**

\_\_\_\_\_  
**Date Found**

\_\_\_\_\_  
**Property Found By**

\_\_\_\_\_  
**Phone Number**

.....  
I hereby certify that I received the above-referenced property from the University Center's Lost and Found Department.

\_\_\_\_\_  
**(Signature of Recipient)**

\_\_\_\_\_  
**(Date)**