

Lost and Found Chain of Custody Form

Hotel [Name]

Date Found

Time Found

Location Found

Found By (Name & Job Title)

Item Description

Serial Number / Unique Marks (if any)

Received By (Name & Dept.)

Date Received

Stored At (Location)

Chain of Custody Log

Date & Time	Released By (Name/Signature)	Received By (Name/Signature)	Purpose/Comments

Item Returned To (Name & ID):

Date Returned

Time Returned

Staff Signature

Recipient Signature