

Lost and Found Storage Record

Date Found:

Time Found:

Location Found:

Found By (Name/Dept):

Item Information

Item Description:

Brand/Model:

Color:

Estimated Value:

Serial/Identification Number:

Storage Details

Storage Location/Locker No.:

Remarks/Condition:

Owner Claim Details

Name of Owner:

Contact Number:

Date Claimed:

Staff-in-Charge:

Staff Name & Signature

Owner/Claimant Name & Signature