

# Lost and Found Incident Documentation

## Incident Details

Date:

Time:

Location Found:

e.g., Room 204, Lobby

## Item Information

Item Description:

e.g., Black leather wallet

Brand/Identification:

e.g., Coach, with initials J.D.

Estimated Value:

e.g., \$50

Distinctive Features or Contents:

e.g., Contains several credit cards, no cash, driver's license inside.

## Finder Information

Staff Name:

Department:

## Claimant Information (if applicable)

Name:

Contact Number:

Relation to Item:

e.g., Owner, Representative

### **Additional Notes / Handover Details**

e.g., Item handed over to security on duty. Claimant presented identification.