

Lost and Found Item Inventory Sheet

General Information

Date Found	
Time Found	
Found By (Name/Dept.)	
Location Found	

Item Details

Item Description	Brand/Make/Model	Color	Distinguishing Marks	Quantity	Other Details

Owner Claim Information

Claimed By (Name)		Date Claimed	
Contact Number		ID Presented	
Received By (Staff)		Signature	

Notes / Remarks