



LOST AND FOUND FORM

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Please Note:

- Don't report the same lost item more than once. Repeated submissions might delay returns.
- Be specific and provide as much detail as you can when describing your item.
- We will contact you only if a match is found for your claimed item. If we don't contact you within four weeks, unfortunately it means that your item wasn't recovered.

LOST

NAME: _____ MEMBERSHIP NO: _____

DATE & TIME LOST: _____ CONTACT NO: _____

LOCATION OF ITEM LOST: _____

DESCRIPTION OF ITEM _____

SIGNATURE: _____ DATE: _____

CLAIMED

NAME: _____ MEMBERSHIP NO: _____

DATE CLAIMED: _____ CONTACT NO: _____

SIGNATURE: _____ DATE: _____

FOUND

NAME OF STAFF / MEMBER: _____

MEMBERSHIP NO: _____ DATE & TIME: _____

LOCATION OF ITEM FOUND: _____

DESCRIPTION OF ITEM _____

RECEIVED BY: _____ ITEM STORED AT: _____