

# PROPERTY LOSS OR DAMAGE REPORT

Location/Department: \_\_\_\_\_

Property Belongs To: \_\_\_\_\_

Date of Incident: \_\_\_\_\_ Time of Incident: \_\_\_\_\_

Description of Lost/Stolen/Damaged Property: \_\_\_\_\_

\_\_\_\_\_

Specific Location of Lost/Stolen/Damaged Property:

\_\_\_\_\_

Person Immediately Responsible for Property:

\_\_\_\_\_

How Did Damage/Loss Occur?

\_\_\_\_\_

What has been done to repair damage or recover lost item(s)?

\_\_\_\_\_

Reported By:

\_\_\_\_\_

Date of Report:

\_\_\_\_\_

**Signature :**

**Phone #:**

\_\_\_\_\_

