

Property Lost Details Document

S/N	Item Description	Unique Identifier (if any)	Date Lost	Location Lost	Estimated Value	Remarks
1	Black HP Laptop	SN: 5CD738JKR6	2024-05-03	Office, 2nd Floor	\$900	Reported to Security
2	Leather Wallet	NA	2024-05-05	Parking Lot B	\$60	Contains ID, cards
3	White iPhone XR	IMEI: 3567XXXXXX14	2024-05-10	Conference Room 1C	\$500	Case color: Red

Important Notes:

- Ensure all details are accurate and complete before submission.
- Include unique identifiers (e.g., serial numbers, IMEI) where possible for better tracking.
- Report loss to relevant authorities immediately after discovery.
- This document may be required for insurance or claim processes.
- Update the record if the lost property is recovered or additional information is obtained.