

# Property Loss Notification Acknowledgement Receipt

Reference No.:

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Date of Notification:

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## Property Details

Property Description:

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Asset/Serial Number:

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Reported By:

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Department:

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## Loss Details

Date of Loss/Discovery:

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Location of Loss:

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Description of Loss:

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## Acknowledgement

Received By:

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Designation:

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Date:

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Signature of Reporting Person

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Signature of Receiver/Official

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## Important Notes

- This receipt confirms acknowledgment of the reported property loss notification.
- All required sections must be completed accurately and honestly.
- Retention of this document is advised for future reference and audit purposes.
- Reporting a property loss does not guarantee compensation or replacement.
- Further investigation may be conducted as per organizational policy.