

Property Loss Notification Acknowledgement Receipt

Reference No.:

Date of Notification:

Property Details

Property Description:

Asset/Serial Number:

Reported By:

Department:

Loss Details

Date of Loss/Discovery:

Location of Loss:

Description of Loss:

Acknowledgement

Received By:

Designation:

Date:

Signature of Reporting Person

Signature of Receiver/Official

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.