

# Official Lost Item Report and Requisition Document

Document No.: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

## A. REPORTER INFORMATION

Full Name \_\_\_\_\_  
Department / Unit \_\_\_\_\_  
Contact Number \_\_\_\_\_  
Position/Role \_\_\_\_\_

## B. LOST ITEM DETAILS

Item Description \_\_\_\_\_  
Serial/ID Number \_\_\_\_\_  
Date Lost \_\_\_\_ / \_\_\_\_ / \_\_\_\_  
Location Last Seen \_\_\_\_\_  
Estimated Value \_\_\_\_\_  
Detailed Circumstances \_\_\_\_\_  
\_\_\_\_\_

## C. REQUISITION REQUEST

Replacement Requested Yes [ ] No [ ]  
Reason for Requisition \_\_\_\_\_  
Additional Comments \_\_\_\_\_  
\_\_\_\_\_

## D. SIGNATURE & AUTHORIZATION

Reported By:

Name:

Signature: \_\_\_\_\_  
Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Department Head:

Name:

Signature: \_\_\_\_\_  
Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Admin Use Only:

Name:

\_\_\_\_\_

Signature: \_\_\_\_\_  
Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_\_  
\_\_\_\_\_

**Important Notes:**

- This document serves as the official record of a lost item and requisition request.
- All sections must be completed accurately and truthfully by the reporting person.
- Approval from the department head or authorized personnel is required before processing any requisition.
- False reporting may result in disciplinary actions.
- Keep a copy of this document for your records.