

Formal Incident Report

Lost Asset Documentation Template

INCIDENT DETAILS

Date of Incident: _____

Time of Incident: _____

Location: _____

REPORTER INFORMATION

Full Name: _____

Department/Unit: _____

Contact Number/Email: _____

ASSET INFORMATION

Asset Name/Type: _____

Asset ID/Serial Number: _____

Description/Identifying Features:

Estimated Value: _____

Last Known Location: _____

Owner/Responsible Person: _____

DESCRIPTION OF LOSS

Describe the circumstances and events leading to the loss of the asset:

Actions Taken (e.g., search attempts, who was notified):

REPORTED TO

Supervisor/Manager Name: _____

Date Reported: _____

Police or Security Report Filed: Yes / No

Reference Number (if applicable): _____

Signature of Reporter: _____

Date: _____

IMPORTANT NOTES

- Provide clear, accurate, and detailed information for all fields.
- Submit this form promptly after discovering the loss.

- Include supporting documents if available (e.g., photos, receipts).
- This report is used for internal records and may be required for insurance or legal purposes.
- Keep a copy of this report for your own records.