

# 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.