

# Lost Asset Report

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Report Number:

Date of Report:

Reported By (Name & Department):

Contact Information:

## Details of Lost Asset

Asset Description:

Asset Type/Category:

Asset Serial/ID Number:

Last Known Location:

Date & Time Asset Was Lost:

Owner/Custodian:

## Incident Description

Circumstances of Loss:

Persons Involved / Witnesses:

Actions Taken (if any):

## Additional Information

Police Report Filed:

Police Report Number:

Other Authorities Informed:

Signature of Reporter:

Date:

Verified By (Name & Title):

Verification Date:

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## Important Notes

- Complete all fields accurately to ensure proper documentation and investigation.
- Include all relevant details to support recovery efforts.
- Submit this report promptly after discovering asset loss.

- Retain a copy for your records and follow organizational loss procedures.
- False or misleading reporting may result in disciplinary action.