

LOST AND FOUND FINDER CLAIM FORM

(Full provisions regarding Lost and Found Items are found in Policy AD13 Lost and Found and Procedure AD2001 Lost and Found Items)

FINDER'S CONTACT INFORMATION:

Name (Please Print): _____

Finder Address: _____

Phone: _____ Email Address: _____

LOST ITEM:

Description of item found/being claimed:

Location where item was found: _____

Date and time when item was found: _____

Repository Name and Location where item(s) being held:

I hereby certify and affirm that the information provided above is accurate and true:

Finder's Signature

Date Signed

WITNESS OF RELEASE TO CLAIMANT:

The item(s) described above have been released to the claimant.

Signature of Repository Official

Date Signed