

Lost Property Collection Form

Lost property is to be forwarded to the Security Office within 72 hours after being received or the next day unless arrangement are in place for Security Staff to collect. Refer to Lost Property Procedure.

DETAILS OF PERSON HANDING IN ITEM:

First Name: _____ Last Name: _____

Address: _____

Suburb: _____ Post Code: _____ Phone Number: _____

Email Address: _____

LOST PROPERTY DETAILS:

Item: _____

Location Found: _____ Date Found: _____ Time: _____

Contents: _____

Signature of Person Handing Item In: _____ Date: _____

DETAILS: BOND STAFF MEMBER RECEIVING:

Name: _____

Bond ID No: _____

Signature: _____

Date: _____ Time: _____

DETAILS: SECURITY OFFICER RECEIVING:

Name: _____

Address: _____

Signature: _____

Date: _____ Time: _____

COLLECTION DETAILS:

First Name: _____ Last Name: _____

Address: _____

Suburb: _____ Post Code: _____ Phone Number: _____

Email Address: _____

DISPOSAL DETAILS:

Disposal Reason: _____ Date: _____

Disposing Officers Name: _____ Signature: _____

Witnessing Officers Name: _____ Signature: _____