

Lost Item Statement Form

Company Property Reporting

Employee Name:

Employee ID / Department:

Contact Information:

Description of Lost Item:

Include make, model, serial number, color, distinguishing marks, etc.

Date Lost:

Place or Location Last Seen:

Circumstances Surrounding Loss:

Describe how, when, and where the loss occurred.

Actions Taken to Recover Item:

List any steps you have already taken (checked lost & found, reported to security, etc.)

Has this loss been reported to security or authorities?

Select

Additional Comments or Details:

Employee Signature:

(Type name for digital form)

Date:

Submit Statement

Note: This lost item statement form sample is designed to help companies document missing property accurately and efficiently. It ensures all necessary details are recorded to support recovery efforts and prevent future losses. Using a standardized form simplifies reporting and enhances accountability within the organization.