University Surplus and Salvage Lost and Found Property Form

Please attach this form to a Retirement / Transfer (RT) form before submitting it and the lost and found to the University Surplus and Salvage Department. On the RT form in the asset section write lost and found and see attached.

| Form Completed by: Name (please print) | Signature | | | Department | | | | | | | |
|---|------------|----------------------|-------------|--------------|---------------------------------------|----|-----|----|----------|---------------------|------------------------|
| Campus Address | Telephone | | | Date | | | | | | | |
| Description (Make, Model, Serial, Color & Size) | Date Found | Time Found Where Fou | Where Found | How Obtained | Is the owner Is the prokenown? stoler | | | | Is the p | roperty possess? | Date Owner Notified |
| | | | | | Yes | No | Yes | No | Yes | No | Notified |
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