



ST FRANCIS METHODIST SCHOOL

Note:

1. If there is no one to claim the found item(s) after 3 months, the found item(s) will be disposed of accordingly.
2. If there is no return of the missing item(s) after one (1) month, school officer will inform the affected student.

REPORT OF LOST AND FOUND FORM

Found Item Lost Item

SECTION 1: Details of Report

Reported by (Name): <input type="checkbox"/> Student <input type="checkbox"/> Staff <input type="checkbox"/> Public		Class (if student):	Report Number: <div style="border: 2px solid black; width: 100px; height: 20px;"></div>
Contact (HP):		Email:	
Signature:		Date:	

SECTION 2: Item Description

A. Type of Item(s) (eg: wallet, watch, laptop, tablet, phone, etc.)	B. Brand Name/Colour/Size
1. _____	1. _____
2. _____	2. _____
3. _____	3. _____
C. Location where Items were Lost/Found	D. Date and Time the Items were Lost/Found
1. _____	Date _____
2. _____	Time: _____
3. _____	
E. Additional Comments	
_____ _____ _____	

SECTION 3: Acknowledgement of Return of Found Items

Name of Owner:	Signature:	Date of Collection:
_____	_____	_____

FOR OFFICAL USE ONLY

Section 1.		
Handled by (Name of Staff): _____	Signature: _____	Date: _____
		Time: _____
Section 3.		
Outcome of the Found/Lost Item(s)		
<input type="checkbox"/> Lost/Found Item(s) Returned to Owner	<input type="checkbox"/> Found Item(s) Disposed of Accordingly	<input type="checkbox"/> Lost Item(s) Not Found
Handled by (Name of Staff): _____	Signature: _____	Date: _____