

# 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: \_\_\_\_\_