

DATE

LOST PROPERTY REPORT

LOG #



SECURITY DEPARTMENT 315-797-0000 EXTENSION 2175

Pratt Student CAE Student Faculty/Staff Praxis Visitor Contractor/Caterer

Last: _____ First: _____ MI: _____
E-mail: _____ Home Phone: () _____ Cell# () _____
Address: _____
City/State/Zip: _____

Estimated Date of Loss: _____ Estimated Time of Loss: _____

Where do you think you lost the property? Building: _____ Floor: _____
Room: _____ Street: _____ Parking Lot: _____

Notes:

Description of Property: make, model, serial number, color, size, shape or other distinguishing characteristics

Signature: _____ Date: _____

Do you want to offer a reward for the return of the item? YES NO

Security Use Only:

Property Found Date: _____

Date logged: _____ *Security Dispatcher:* _____