

LOST & FOUND INVENTORY LIST

STUDENT ENGAGEMENT AND CAMPUS LIFE

Please fill out this form prior to bringing items from other buildings and departments. Deliveries can be dropped off at the Squires Welcome Center. Deliveries without an inventory list will NOT be accepted. Items that were held for more than 120 days need to be surplus by your department and not brought to the Squires Welcome Center.

Department: _____ Name: _____

Email: _____ Phone: _____ Date: _____

Date Found:	Location Found:	Item Description

For Office Use Only:	
Date Received:	Received By/Staff Initials: