

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 **14 days** will NOT be accepted by the Squires Welcome Center is the responsibility of the department to surplus after the item is held for 120 days.

Department: _____ Name: _____

Email: _____ Phone: _____ Date: _____

Date Found:	Location Found:	Item Description

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