



AUB American University of Beirut
الجامعة الأميركية في بيروت

REPORT OF LOSS, THEFT, OR DISAPPEARANCE

REF #

(In Lost & Found Register)

Department Name: _____ Date: _____

Contact number of person filling this report: _____ Signature: _____

Report of Theft Disappearance Loss
 University assets
 Personal Effects for:
 Faculty Staff Patient Student Visitor Other (Specify) _____

Description of item(s)

Value (USD): _____ Tag No.(s)- If University Property: _____

Location: Building: _____

Room No.: _____

Loss or Disappearance first noted Date: _____ Time: _____

Remarks:

Prepared By: _____

Approved By: _____

Distribution:

Original Protection Office
 Copy Originating Dept

1. This form is used to report the loss, theft, or disappearance of either university, or personal property.
2. A report must be filled within 24 hours from the time the disappearance or loss was first noticed.
3. Complete the form carefully and include all details that will help and assist the various parties in investigating the loss.
4. Provide a detailed description of the items missing, including tag numbers, if applicable.
5. The person who first notes the loss has responsibility for submission of this form, which should also be signed by the department head in case of loss of university assets.
6. Applicable university policy: <http://pnp.aub.edu.lb/general/lostandfound/index.html>