



LOST OR FOUND REPORT FORM

TODAY'S DATE:	TODAY'S TIME:
REPORTING EMPLOYEE NAME:	
DESCRIPTION OF LOST OR FOUND TOOL:	
ASSET NO. (BARCODE):	
WHERE IT WAS LAST SEEN OR FOUND:	
WHEN IT WAS LAST SEEN (APPROXIMATE DATE) OR FOUND:	
REPLACEMENT VALUE:	
MEMO:	

SIGNATURE OF REPORTING EMPLOYEE

SIGNATURE OF TOOLROOM MANAGER