

Retail Cashier Lost and Found Checklist

Basic Information

Date:

Time:

Cashier Name:

Store Location:

Item Details

Item Description:

Brand/Model (if any):

Color:

Identifying Marks:

Where Item Was Found:

Time Item Was Found:

Checklist

- ☐ Secured item in Lost and Found storage
- ☐ Logged item in Lost and Found record/logbook
- ☐ Notified supervisor/manager
- ☐ Tagged item with date/time and cashier name
- ☐ Described the item accurately
- ☐ Checked store CCTV footage if necessary

Claimant Information (If Claimed)

Name:

ID Type/Number:

Contact Info:

Date & Time Claimed:

Signature:

Notes