

Retail Lost and Found Chain of Custody Template

Item Information

Date Found

Time Found

Location Found

Item Description

Brand/Model

Serial/ID Number

Finder Information

Name

Employee ID

Contact

Chain of Custody

Date & Time Transferred

Transferred To (Name)

Position/Department

Final Disposition

Date Returned/Disposed

Returned To (Name)

Disposition Details

Signatures

Finder Signature

Receiver Signature

Date