



**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>