

# UNIVERSITY OF NOTTINGHAM FOUND PROPERTY FORM

For office use only:  
Property Ref No:...../.....

Time/Date Found	Location Found	Description of Property
<b>NB, if more space needed please see overleaf</b>		

**Person Finding/Handing Over Property**

Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

**Person Receiving Property (e.g. Building Attendant/Security Officer/Hall Manager/School or Department Manager)**

Name \_\_\_\_\_ Signature \_\_\_\_\_ Dept \_\_\_\_\_ Date \_\_\_\_\_

**Person Accepting Property in Security Administration Office**

Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

**Note1. All found property MUST be checked by the Finder/Person handing the property over and by the Person to whom it is handed. THIS IS PARTICULARLY IMPORTANT IN RELATION TO PURSES/WALLETS/CASH**

**Note2. Properties may be retained by the Person receiving the property, if secure facilities are available to store the property for 24 hours. If this is not possible then the property MUST be handed into the Security Administration Office at the rear of Hallward Library, University Campus or at Sutton Bonington in the Security Office Main Building and in any case within 24 hours. If there is concern over the security of property of high value it should be handed into the Security Office immediately.**

**DISPOSAL CLAIMANT**

Name: \_\_\_\_\_ Address/Dept \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

**RETURNED TO CLAIMANT BY: (Security or other person if claimed within 24 hours)**

Name \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

