**FOUND PROPERTY NOTIFICATION**

**Details of property found:**

|  |  |  |
| --- | --- | --- |
| Section A | Description of article found: | |
|  | Finder's name: | In-patient/Out-Patient/Visitor/Staff |
|  | Handed over by: | In-patient/Out-Patient/Visitor/Staff |
|  | (if not the finder) | |
|  |  | |
|  | Contact details: | |
|  | Location where found: | |
|  | Date found: | |
|  |  | |
|  | Does the finder wish to keep the article if unclaimed? I Yes/No | |
|  | Finder’s signature: Date: | |

**Receipt of property handed over for safekeeping:**

|  |  |
| --- | --- |
| Section B |  |
|  | PALS signature (receiving article): I Date: |
|  | Article passed to finance for safekeeping yes 🞎 no 🞎 |
|  | Valuable article logged on Wiltshire Policy Lost/Found website yes 🞎 no 🞎 |

**Record of Claimed Property:**

|  |  |
| --- | --- |
| Section C | Property claimed by: In-patient/Out-Patient/Visitor/Staff |
|  |  |
|  | Contact details: |
|  |  |
|  | Claimant's signature: I Date returned |
|  |  |
|  | PALS signature: |

**Unclaimed items:**

|  |  |
| --- | --- |
| Section D | Property not reclaimed after 3months 🞎 6 months 🞎 |
|  | Returned to finder : date: |
|  | Signature of finder: date: |
|  | Donated to: Stars Appeal 🞎 Recycling 🞎 other charity 🞎 |
|  | Signed PALS: |
|  | Date: |

A copy of this form should be held within the Lost Property File in PALS