

LOST PROPERTY REPORT

The completion of this report will document the loss of Personal Property **other than FIREARMS**. If the loss includes Firearms, **DO NOT COMPLETE THIS FORM**. (To report the loss of a firearm, call 911)

Mail Completed Form To:



Vernon College Police Department
4400 College Dr.
Vernon, TX 76384

REPORT NUMBER: _____

Call (940) 552- -6291 Ext. 2272 and ask for a "Lost Property" report number. If this number is not filled in, your report will not be recorded by the Department.

NAME OF PERSON OWNING PROPERTY

NAME _____

STREET _____

STATE _____

ZIP _____

PHONE (_____) - _____

Address of Loss _____ **VERNON, TEXAS** Zip _____

Type of Location _____

Date Property Last Seen _____ Time _____ **AM** or **PM** (circle one)

Date Property Discovered Missing _____ Time _____ **AM** or **PM** (circle one)

REPORTING PERSON AND WITNESS INFORMATION (This is NOT Public Information)

PERSON MAKING REPORT (RP) (If Different from Owner) **Race** **Sex** **Birth day** **Contact Phone #**
 Name: _____ (_____) _____
 Home Address _____ **Other Phone #**
 Street: _____ City: _____ St: _____ Zip: _____ (_____) _____

PROPERTY

QTY	DESCRIPTION – (Serial Numbers if Available)	COST EACH	TOTAL COST
		\$;

Additional Property Is To Be Entered On A Separate Sheet of Paper

Total Loss >>>>>\$ _____

NARRATIVE : (**Briefly** describe what happened.)
