



W&J CAMPUS AND PUBLIC SAFETY

60 South Lincoln St., Washington, PA 15301

Telephone: 1-724-223-6032 | Fax: 1-724-223-6538

LOST PROPERTY FORM

First name: _____ Last name: _____

Phone number: _____

Email address: _____

I am: Student Faculty Staff

Description of lost item(s): _____

Location item(s) most likely lost: _____

Date item(s) most likely lost: _____

Email the completed form to cps@washjeff.edu or submit in person at the CPS office

CPS USE ONLY

Date form received: _____ Date property found: _____

Report number: _____ Property receipt completed:

Owner notified by: Telephone Text Email

Date of notification: _____ Date property returned: _____