

TEMASEK DESIGN SCHOOL
FORM TO REPORT LOSS OF VALUABLES WITHIN THE SCHOOL

(Please submit completed form to the Temasek Design School General Office)

form_loss of valuables_19Sept2006

Name of Student : _____ Course / Class : _____

Matric No. : _____ Contact No. : _____

Description of lost item(s) : _____

Estimated value of lost item(s) : _____

Date & Time when
loss was discovered : _____

Date, Time & Place
when item was last seen : _____

Any additional information : _____

Reported & Signed By:

Signature & Date

FOR OFFICIAL USE ONLY

ADMIN 1

Received By : _____ Investigated By : _____

Steps taken in investigation : _____

ADMIN 2

Received By : _____ Investigated By : _____

Steps taken in investigation : _____

Findings :

Date case closed :
