

# Preston County Lost/Damaged Claim Form

Submission Date: \_\_\_\_\_ Location: \_\_\_\_\_

Article/Description: \_\_\_\_\_

Serial Number: \_\_\_\_\_

Describe the circumstances where the item(s) became lost or damaged:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
**Signature of Claimant**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Signature of Supervisor**

\_\_\_\_\_  
**Date**