WOFFORD COLLEGE

Campus Safety Department

429 North Church Street
Spartanburg, SC 29303-3663
864/597-4350

Operation ID Property List

WCCS USE ONLY

Case #:_____
Date: _____
Page#: _____of_____

Name: _____
Address: _____
City: _____ State: _____ Zip: _____

Please fill out as completely as you can. Include all descriptive information. All items should be photographed and receipts filed with this form. Items that cannot be engraved (such as antiques, jewelry, etc.), will be photographed or videotaped in color with owner's information. A complete description of the article should be written on the back of the photograph taken.

Item #	Quantity	Description / Brand Name	Model Number	Serial Number	Size / color	Cost

If you would like to borrow an electric engraver, please contact Wofford College Campus Safety at 864-597-4911.