

Annex E – RECORD OF VALUABLE ITEMS

Department / Course: _____

Last Name: _____ First Name: _____

I have brought the following items to _____ CTC:

Item	Serial #	Description (i.e. Make, Model, Colour)

Unless serial numbers and descriptions of personal items are properly recorded, it is almost impossible to identify items reported as lost, found or stolen. All cadets are required to record their names on their personal belongings and to record serial numbers and a description of their valuables.

I fully understand the responsibility of safeguarding my own private property and will assume responsibility for the loss of these items should they be lost, stolen, or damaged. Recording the description and serial numbers does not shift responsibility to Cadet Training Centre or the Canadian Cadet Organization.

If these items are lost, I will report their loss through my Chain of Command immediately. The Military Police will not become involved unless there is obvious Break-and-Enter.

Date

Owner's Signature