FOUND:

1. Under the appropriate category, complete a **Found Report** making sure to obtain as much information as possible about the item.

2. The employee who receives the item and information, then checks the item for a name or any other information pertinent to the **Found Report**, and adds this information to the report. A **Claim Tag** is also completed and attached to the item. (see attached copy for sample)

3. After the information is logged (in log book, most recent on top) the item is stored in the appropriate place, with the **Claim Tag** attached to it. (at the Student Success Center)

4. **Claiming the property:** When an owner wishes to claim property, he/she must be able to sufficiently identify, describe the item and provide a **photo ID**. Once this has been done, complete the remainder of the **Found Report** and have the owner sign the report that the item was given to them. The **Claim Tag** is stapled to the **Found Report**.

5. Items are held for approximately 3 months or at the end of each semester.

6. Disposal of unclaimed property: An inventory list of remaining property is provided with a Declaration of Surplus Property form to the Property Management Manager for review and instructions (found on the Property Management web site – see attached sample).

7. **Found Reports** and **Claim Tags** are kept for record keeping purposes.

**Books:** including notebooks, checkbooks, appointment books, steno pads, etc.

**Clothing:** including belts, shoes, hat, gloves, jackets, etc

**Electronics:** including calculators, tapes recorders, cameras, computer disks, computers, etc.

**Glasses (eye):** including cases, contacts and sunglasses

**Jewelry:** including watches

**Keys:** including key rings and cases

**Purse/Wallets** ONLY

**Miscellaneous:** Anything not fitting the above categories. **BE SPECIFIC**

**LOST:** Student/Faculty/Staff will complete a **Lost Report** at the Student Success Center where it will be filed.

Adopted by Safety and Security Committee on April 14, 2010
FOUND REPORT

Date Found ________________ Location Found ___________________________ Tagged   Y   N

- **Book:** Title ___________________________ Author ___________________________
  Hard Bound ________ Paperback __________

- **Clothing:** Type (ie, pants, sweater, etc) ___________________________
  Brand ___________________________ Size ______________
  Color/Material ___________________________

- **Electronics:** Description __________________________________________
  Manufacturer __________________ Ser#________________________

- **Glasses (eye):** Description: __________________________________________
  Frame Type/Color __________________ Case color __________________

- **Jewelry:** Description __________________________________________
  Color ___________________________ Brand Name ___________________________

- **Keys:** Description __________________________________________
  How many keys? __________ Auto Make? __________________ any USM keys?   Y   N

- **Purse _____ Wallet _____:** Color/Type/Material __________________________
  Inventory of contents: __________________________________________
  ______________________________________________________________
  Amount of Cash __________ Name/Address on Item   Y   N

  Name: ___________________________
  Addresss ___________________________ Phone ________

- **Miscellaneous:** __________________________________________
  ______________________________________________________________
  ______________________________________________________________

Date attempted to locate owner (if applicable) __________________ Who called? ______________________
Date item was claimed (if applicable) ________________ Signature of owner __________________________
Personnel taking information __________________________________________
Date of this report _____________________________
LOST REPORT

Name: _______________________________________________________________________________

Addresss _____________________________________________________________________________ Phone ________

E-Mail ______________________________________________________________________________

Found items are held for approximately 3 months or until the end of each semester. We will make a reasonable effort to notify you if your item is found, however, you should check back at the Student Success Center prior to the end of the semester if you have not found your item.

Date Lost ________________ Date Reported Lost _________________________________________________

- **Book:** Title ____________________________ Author ________________________________

  Hard Bound _______ Paperback _________

- **Clothing:** Type (ie, pants, sweater, etc) _________________________________

  Brand ____________________________ Size ______________

  Color/Material ________________________________

- **Electronics:** Description ________________________________________________

  Manufacturer ____________________________ Ser#___________________________

- **Glasses (eye):** Description: _______________________________________________

  Frame Type/Color ____________________________ Case color ___________________

- **Jewelry:** Description ________________________________________________

  Color ____________________________ Brand Name ____________________________

- **Keys:** Description ______________________________________________________

  How many keys? ____________ Auto Make? ______________________ any USM keys? Y N

- **Purse _____ Wallet _____:** Color/Type/Material ________________________________

  Inventory of contents: _____________________________________________________________

  __________________________

  Amount of Cash _____________ Name/Address on Item Y N

- **Miscellaneous:** _______________________________________________________________