

UNIVERSITY OF WASHINGTON, BOTHELL

POLICIES AND PROCEDURES MANUAL

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LOST & FOUND

15.6

REV 01-05

Security & Campus Safety

352.5359

Abandoned Property

POLICY

All campus departments and/or individuals need to turn in Found Property to the Security & Campus Safety Department at LB2 005 as soon as possible. Found property may be claimed by the rightful owner there also.

The University of Washington, Bothell assumes no responsibility for the condition of articles received by the Security & Campus Safety office.

Security & Campus Safety Officers or Dispatchers will follow the campus policy and procedures on lost and found property:

PROCEDURE

Accounting for Found Property Received:

The Security & Campus Safety Dispatcher will:

- Attach a found property receipt to the found item.
- Place found item description in the Lost & Found log. The log will state the date received, source, storage location, control number and item description.
- Place found property in the locked Lost & Found cabinet or the locked safe for safekeeping.
- Make every attempt to contact the owner. If the owner can be contacted, turn the property over to the owner via a signed property or log receipt.

Disposing of Found Property:

- Bank cards/bank books
Send to appropriate bank immediately if unable to contact owner.
- Guns or explosives
Call Bothell Police Department immediately and request pickup.
- Cash
Record amount, finder's name and telephone number, and give one copy of the receipt to the finder. If the cash is not claimed

within 60 days, Security & Campus Safety will return it to the finder. If the finder cannot be located, Public Safety will deposit the cash in the Lost & Found Revenue account.

- d. Items with an unknown owner will be held for 60 days from the date entered into the Lost & Found log.
- e. Items with a known owner will be held for 60 days beyond the date of written notice provided to the owner.
- f. A notice of impending sale of Lost & Found items will be published in a campus publication at least 10 days before the sale.
- g. Items will be sold on a cash only basis.
- h. Date sold, price and employee's initial will be recorded on the appropriate entry line in the Lost & Found log book.
- i. All cash received and sale of found items will be reconciled according to audit guidelines determined by Finance and Administration (F&A). Logbooks will be kept in the Public Safety Lost & Found area and will be available for audit. All proceeds from Lost & Found sales will be forwarded to the Lost & Found Revenue account, which will be managed by F&A.
- j. If Security & Campus Safety determines an item has a value less than \$50 or has no resale value, the item may be discarded or may be donated to charity. An official receipt for donated items must be signed by the Security & Campus Safety Director and forwarded to the F&A Department.
- k. A copy of the Lost & Found logbook will be made once each quarter and forwarded to the F&A Director for confirmation and audit.

ADDITIONAL INFORMATION

For additional information or for ADA/access assistance, please contact the Department of Security & Campus Safety.

Contact: Security & Campus Safety Director

Phone: 425.352.5359

E-mail: kjones@uwb.edu