

LOST AND FOUND

In conjunction with the NAU police department, Surplus Property implements policies to manage lost and found personal property at NAU **PUR 703-00: Lost and Found**

. These policies establish specific responsibilities for NAU departments, NAU PD, and Surplus Property, distinguish between accountable and non-accountable property, and explain the procedures for handling specific types of property. Accountable property is defined as items having a value of \$25.00 or more. All other property is considered non-accountable. Per ARS §12.942, the disposition of accountable property cannot take place until it has been in NAU's possession for thirty (30) days.

Examples of accountable property: Cash, jewelry, eyeglasses with prescription lenses, NAU building and vehicle keys, I. D. cards, credit cards, scientific calculators, bicycles, musical instruments.

Examples of non-accountable property: books, magazines, notebooks, costume jewelry, shoes & clothing, keys (misc.), backpacks, cups & water bottles, wallets, purses (without valuables).

Procedure:

Individual departments - Transfer all found property immediately to Surplus Property.

Departments will establish lost and found procedures in their area using the above policies. A logbook shall be kept for tracking dates and descriptions of found property. A form shall be created to account for property that will be turned over to Surplus Property. As with all transfers of property from departments to Surplus Property, a Property Control Authorization (PCA) form will be used to transfer lost and found non-accountable property to Surplus Property for disposal. Please call 523-4163 for questions regarding these policies and procedures.

Surplus Property - Store property for thirty (30) days. If unclaimed at the end of the thirty (30) day holding period, Surplus Property will dispose of the property through standard disposal procedures.