

## **Lost and Found**

In conjunction with the NAU police department, Surplus Property implements policies to manage lost and found personal property at NAU. 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, 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 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.