

## CONTRACTING AND PURCHASING SERVICES POLICY MANUAL

 <b>NORTHERN ARIZONA UNIVERSITY</b>	<b>POLICY PUR 703-00</b>
	Section: Property Management
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	Responsible office: Purchasing
	Origination date: 07/01/1996
<b>Subject: Lost and Found</b>	Effective date: 07/01/1996
Source: University policy	Revision date: 11/18/2015

### PURPOSE

To define policy and procedures for lost and found items.

### POLICY

#### **PUR 703-00: Lost and Found**

In conjunction with the NAU police department, the Property Surplus department implements policies to manage lost and found personal property at NAU. These policies establish specific responsibilities for NAU departments, NAU PD, and Property Surplus, 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, eye glasses 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 accountable property immediately to NAU PD. Store non-accountable property for thirty (30) days to be reclaimed by the owner. At the end of the thirty (30) day holding period, non-accountable property shall be transferred to the Property Surplus Department.

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

NAU PD - Store accountable property for thirty (30) days while attempting to locate the owners. If unclaimed at the end of the thirty (30) day holding period, accountable property shall be transferred to the Property Surplus Department.

Property Surplus Department - Receive accountable and non-accountable property at the end of its thirty (30) day holding period. Dispose of the property through standard disposal procedures.