

KU Public Safety Office
Lawrence Campus

Lost and Found Recommendations for On Campus Lost & Found Locations

These Policy Changes will take effect July 1, 2007

- I. Submissions to KUPSO Lost & Found
 - A. We request that items be submitted to KUPSO within 5 days of you receiving them. This helps us to manage and dispose of items in a timely manner.
 - B. Only items turned in as "Found" property will be accepted. Items left or abandoned in lockers or under a department's control should be disposed of according to that department's own policies and procedures.
 - C. When possible, items should be brought to the KUPSO office at 1501 Crestline Drive, Suite 120.
 - D. All items turned over to KUPSO need to be inventoried and a listing of that inventory turned in with the items. This ensures proper tracking of lost & found items.
 - E. For sanitary and safety reasons KUPSO will **not** accept the following items into Lost and Found:
 - Any food items
 - Clothing that is soiled/dirty or wet
 - Water bottles and cups
 - Towels & linens that are soiled/dirty or wet

- II. Recommendations for the Disposal of items.
 - A. KUID's may be returned to the KU Card Center in the Kansas Union as soon as they are turned into your lost and found.
 - B. Driver's licenses, social security cards, bank cards, cash etc. should be turned over to KUPSO. Any item with someone's "Personal Information" on it should be turned over to KUPSO unless you have made contact with the owner and plan to return the items without day.

- C. Donate the items to a local charity. A list of approved organizations may be found at:

http://www.comptroller.ku.edu/property_accounting_services/documents/surplus_property/nonprofits_and_donees.pdf

- D. Property having no value, soiled clothing, notebooks without names, etc. may simply be destroyed.

III. KUPSO Procedures

- A. KUPSO will keep items turned into them for a period of 3 months from the date received and then will dispose of the items according to established procedures.
- B. KUPSO will use all means available to locate the owner of property.
- C. KUPSO will check police records to ensure the recovered property has not been reported stolen.