

Procedures for Handling Lost or Abandoned Property

Because Utilities employees work throughout the University and have a great deal of exposure to the public, we must be very careful and proper in the handling of lost or abandoned property. All property when found must be turned in without delay to the office designated to collect these items. (On the main campus these items should be turned in to the University Police Department, 471-4441.) When turning an item in, please give the date and location it was found. The item will be logged and tagged, then turned over to the owner at the proper time.