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| <b>BUSINESS<br/>POLICY<br/>AND<br/>PROCEDURE<br/>MANUAL</b> | Date Issued:<br>9/90       | Revision Date: | Page:<br>1 of 1               |
|   |                            |                | Classification Code:<br>01-06 |
|   | Section:<br>ADMINISTRATION |                |                               |
| Subject:<br>PERSONAL PROPERTY RECLAMAITON                   |                            |                |                               |

GENERAL STATEMENT OF POLICY

Note: The following policy has been established for the purpose of facilitating the return of items of personal property found on University premises to the true owners.

1. The University Department of Public Safety Office administers the Lost & Found Department on the Southeast Missouri State University Campus, and all items of personal property found on the University premises should be turned over to that office promptly for return to the owners.
2. Items of personal property turned in to any other department shall be reported promptly by telephone to the University Department of Public Safety Office which will make the necessary arrangements for the transfer of the property.
3. Disposition of unclaimed property shall be through an auction process which will be held each year.



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### OPERATING PROCEDURES

1. Departments located in off-campus facilities should contact the University Department of Public Safety Office for special procedures required by their location.
2. In accepting custody of found personal property, departments should attempt to determine the name of the finder, where the property was found and other relevant information pertaining to the discovery of the property.
3. Individuals who express an interest in retaining rights of ownership in found property are to be directed to the University Department of Public Safety Office which will be responsible for advising the finder of rights of ownership under Missouri Statutes.
4. All inquiries regarding lost or misplaced property should be directed to the University Public Safety Office.