

FLORIDA	OFFICIAL
POLYTECHNIC	UNIVERSITY
UNIVERSITY	POLICY

Subject/Title: Disposition of Lost or Abandoned Personal Property			
FPU Policy Number: FPU- 8.0042P			
<input type="checkbox"/>	New Policy	<input checked="" type="checkbox"/>	Major Revision of
			Minor Technical Revision of Policy
Date First Adopted: September 29, 2014			
Date Revised: January 7, 2020			
Responsible Division/Department: Office of the President			
Initiating Authority: University President			

A. APPLICABILITY/ACCOUNTABILITY: This policy applies to the entire University community and complies with the requirements of section 705.18, Florida Statutes.

B. POLICY STATEMENT: The University takes charge of lost or abandoned property that is found on the University’s property, including the J.D. Alexander campus, Florida Poly South, and the Florida Industrial Phosphate Research Institute, and records the date that such property was found. The owner of the property may reclaim the property at any time prior to the disposition, sale, or use of the property.

C. DEFINITIONS: Lost or Abandoned Property is tangible personal property with some appreciable value or apparent intrinsic value to the rightful owner which has been mislaid, deposited on campus, or left unattended. Lost or abandoned personal property may or may not have an identifiable owner.

D. PROCEDURES:

1. **Turning in lost or abandoned property.** The Student Development Center is the main location for turning in lost or abandoned property. However, the University has multiple locations where lost or abandoned property can be turned in. Each location is responsible for recording the date the property was found. All locations periodically transfer lost or abandoned property to the Student Development Center for final handling.

Where to Return Lost or Abandoned Property	
Property found in or around	Turn into
The Innovation, Science, and Technology Building	Receptionist located at the north entrance of IST building
The Wellness Center	The mailroom located in the Wellness Center
The Student Development Center	The front desk at the Student Development Center
Florida Poly South	The Human Resources office
Florida Industrial Phosphate Research Institute	FIPR receptionist

- a. Suspicious Items, Electronics, and Property of High Value. Suspicious items, electronics, and property of high value should be turned into the University Police Department.
 - b. After Hours. Property that is found after University business hours should be turned into the University Police Department.
2. **Reclaiming lost or abandoned property**. The rightful owner of lost or abandoned personal property may reclaim the property at any time prior to the disposition, sale, or use of the property by contacting the Student Development Center. Such property claimed by the rightful owner is released by the University to the owner subject to any applicable liens, fees, fines, and reasonable costs for transporting or storing the property.
3. **Disposal or sale of lost or abandoned property**. If the property is not claimed by the owner within 30 days after it is found, then the University disposes or makes use of the property in accordance with applicable University rules, regulations, and policies including FPU-8.004P Surplus Property.

POLICY APPROVAL

Policy No.: FPU-8.0042P

Initiating Authority

Date

Policies & Procedures Review Committee Chair

Date

President/Designee

Date

Approved by FPU BOT, if required

Date

EXECUTED SIGNATURE PAGES ARE AVAILABLE IN THE
OFFICE OF THE GENERAL COUNSEL