Abandoned and unclaimed personal property discovered on campus is turned over to the University Police Department (UPD) for safekeeping and standard handling. Property is considered abandoned if it appears that the owner has thrown it away, has voluntarily left it, or has lost it without any intent or expectation to regain it.

Abandoned and unclaimed personal property is held by UPD for a minimum of 120 days from the time the department acquires the property. A reasonable effort will be made to notify the owner and UPD will facilitate the return of unclaimed personal property to the proper owners. If the property is reclaimed during the 120-day period, the university may charge the owner a reasonable storage fee.

If not reclaimed after 120 days, the property will be declared abandoned and, the property may be sold as part of a normal surplus property sale. For specifics on the handling and processing of abandoned and unclaimed property, please refer to University Policy and Procedure Statement 05.01.20.