**Lost and Found**

**Campus Procedures**

The campus community is now being notified to turn lost and found property into the closest department where the item as found or into the Warehouse. Any departments with lost and found property should not hold the item(s) for more than one (1) week. Departments will need to deliver their lost and found items to the Property Clerk in the Warehouse no later than 3:00 pm Monday through Friday.

In accordance with Integrated CSU Administrative Manual (ICSUAM) 3250.1, all unclaimed, lost, or abandoned property valued at or above three hundred dollars ($300) shall be held by the campus for a period of at least three months.

The campus Property Clerk will determine if each lost and found item is valued at $300 or above, or less. The Property Clerk will handle all lost and found items in the following manner:

**Property valued at or above $300**

* The property will be held for 3 months in a secure location.
* After such time the property will be disposed of in accordance with rules for disposition of State Property.

**Money that is unclaimed, lost, or abandoned**

* A receipt will be given to the department or individual turning in money to the Warehouse.
* If the money is not claimed after three months, then the money received shall be used for scholarships and loans to students enrolled at the Fresno State.

**Driver license, ID cards, credit cards, phones, keys and wallets**

* Items will be held in a secure location for 1 week.
* Items will be destroyed after 1 week
  + All cards types to be shredded
  + Empty wallets to be thrown away
  + Phones and keys will be destroyed

**Property valued below $300**

* Property valued below $300 does not have a waiting period and will not be held
* Property may be donated to another public institution or not-for-profit organization
* Property may be disposed