



University Of Central Missouri

Elliott Student Union Lost and Found Procedures

The Lost and Found for the University of Central Missouri is located at the Elliott Student Union Information Desk. Any found or unclaimed property can be turned in to the Lost and Found located at the Elliott Student Union Information Desk and kept in a secure location for a minimum of 14 days until property is claimed.

Lost Items Turned In

1. Items turned in are inventoried upon arrival and logged into the Lost and Found database, listing the date the item was turned in, the name of the staff member who accepted the item, an item description, the secure storage location in which the lost item was placed, and any notes or actions taken. All items will be kept for a minimum of 14 days. .

- UCM Cards will be taken to the Mule Post Office in Union Rm 119.
- US Bank cards will be taken to the US Bank in Union Rm 207.
- Keys will be turned in to Public Safety/Access Control
- Drivers license will be mailed to the address on card
- Beverage or food containers will be thrown away after one week.

2. The Elliott Student Union Staff will make every effort to contact the individual as soon as possible if the item contains identification, such as an email, a phone number or an address.

3. To attempt to ensure lost items are returned to the rightful owners, persons claiming items must describe the item(s) as closely as possible and provide identification. Claimants must provide their name and 700 number (or visitor's driver's license number) before the items will be released to them.

Lost Items Reported as Missing

1. Items are logged into the Lost Item Report database, listing the date the item was reported as missing, an item description, the name of the individual reporting the lost item as well as their phone number and/or email address, and any additional notes as needed.

Disposing of Items

1. Items are held for a minimum time of 14 days. If items are not claimed, they are then disposed of in the following ways:

- Unclaimed cash, or other items of value will be donated to a local charity.
- Non-affiliated UCM bank/credit cards will be destroyed if not claimed by the appropriate owner.
- Cell phones will be donated to UCM's Surplus Property process (<https://www.ucmo.edu/offices/surplus-property-accounting-services/>).
- Unmatched items, damaged items, perishable, or other non-resale items will be discarded or recycled.
- All other items will be taken to a local charity. A staff member will organize, inventory and pack the items for delivery.