



COLLEGE of CENTRAL FLORIDA

ADMINISTRATIVE PROCEDURE

Title: Disposition of Lost and Found Items**Page 1 of 1****Implementing Procedure For Policy: 8.00****Date Approved/Revised:**
1/06/03, 7/23/04**Division: Administration and Finance / Public Safety**

All lost and found items are stored by the College in the campus-specific areas identified below and can be reclaimed by their rightful owners upon presentation of proper identification:

- Ocala Campus – Public Safety Office
- Citrus Campus – Welcome Center
- Levy Center – Lobby

The College will hold an item for sixty (60) days. After sixty (60) days unclaimed items will be donated to a local charity of the College administration's choosing. Charities may include, but not be limited to, the Salvation Army or Goodwill. The College may also elect to discard items which have no value. The President or the President's designee reserves the right to make exceptions to this procedure in the case of expensive items such as digital cameras, fine jewelry, etc.

The following statement will be included in the appropriate sections of the CF Student Handbook and the CF Catalog:

Lost and found items are stored in the Public Safety Office at the Ocala Campus, the Welcome Center at the Citrus Campus, and the lobby at Levy Center. Items will be held for sixty (60) days. After sixty (60) days unclaimed items will be donated or discarded as appropriate. To reclaim an item, the party claiming ownership must provide a picture ID and properly identify the item.

Vice President, Administration & Finance		Date:
Approved by President		Date: