

**UTC University Center  
Lost & Found Policy**

1. The University Center office suite, #226 serves as the collection location for lost and found items. A log is maintained with a description of the received items, date received, etc.
2. The University Center will attempt to locate the owner of the lost property when contact information is available.
3. Single Mocs cards will be taken to the Mocs Card Office for processing.
4. Food containers and beverage bottles or similar will be held for no more than 5 days and will be discarded. This is due to sanitary concerns.
5. Clothing items, umbrellas, shoes, and similar will be held in the University Center office for 40 days and will then be disposed of or donated.
6. The UTC Police Department will be contacted to pick up unclaimed wallets, back packs, keys, purses, credit/debit cards, cell phones, computers, textbooks, jewelry, calculators, cash, or any item deemed to be of monetary value on a twice a week basis.

Revised 10/2014