Viking Union

LOST AND FOUND

The Lost and Found is designated as the University's central repository for items found in all campus facilities. Items are forwarded from other University departments and areas on a periodic basis.

A. All items will be logged in and stored for a period of not less than sixty days, and not more than two academic quarters.

B. The Viking Union Administration will not be responsible for any items left in the Viking Union, or brought to the Lost and Found.

C. Finders will have no claim on items turned in.

D. A current personal identification and description of the item will be necessary to claim items.

E. A Lost-and-Found Sale will be held on a regular basis, with proceeds used to offset the operation of this service.

F. For those items containing identification, efforts will be made to contact the owner.
   - Wallets and other valuables will be stored in the Viking Union Finance Office safe, until picked up.
   - Western cards will be returned to the Western Card Office if the owner cannot be contacted.

**Interpretation and Enforcement:** VU Administration

LOSTFOUN.POL
Approved By: Viking Union Administration
Date Approved: 11/04, 4/05
Organization: Viking Union/Student Activities