

**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