



LOST & FOUND POLICY

HOW/WHERE TO TURN IN FOUND PROPERTY

Any found unclaimed property can be turned in to Lost & Found located at the Information Desk at the Student Union Memorial Center.

1. Items are held for one month before being boxed and sent to University Surplus with the following exceptions:
 - CatCards are returned to the CatCard Office immediately
 - Bank Cards that are not claimed are destroyed after one week
2. The Information staff will make every attempt to contact the owner if email, a phone number or address is located on the item.
3. The owner must describe as closely as possible the lost item. If bank/credit card, ID must be presented.
4. All items not claimed will be sent to University Surplus after 30 days.

For more information, visit the SUMC Information Desk, 621-7755

www.union.arizona.edu