



## ADMINISTRATIVE REGULATION AND PROCEDURE

Title: LOST AND FOUND

Code: FF0105

Policy Reference: N/A

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### Milwaukee Campus

All lost property found in classrooms, shops, cafeterias, auditoriums or other areas at MATC shall be taken without delay to the Lost and Found, room S313, which is located in the Student Center, or room S176 if outside normal working hours.

Property may be claimed between the hours of 7:45 a.m. and 4:15 p.m., Mondays through Fridays. Property will be disposed of if not claimed within thirty (30) days from the date of recovery.

### Regional Campuses

All lost property shall be turned in to the locations listed below, without delay:

South Campus - Student Services information desk located in room A106

North Campus - Student Affairs Office, room 108E

West Campus - Administration Office, room 110

All property may be claimed during normal business hours.

### To Claim a Lost Item

Persons who have lost personal property shall be directed to the lost and found area of the respective campus. The owner may claim property after completely describing the item(s) lost and providing identification. A student I.D. or a valid driver's license are acceptable forms of identification. Owners shall sign for property returned to them.

MATC shall make every attempt to see that recovered property is returned to its rightful owner.

Office of Responsibility: Student Services/Registration