

## Lost and Found Process

Keep any item that is lost at the department main office for one (1) week before sending over the UI Lost and Found, in the hopes that the person who lost the item will check the closest departments where the item was lost and be able to claim it.

After one (1) week..., go to the Surplus Property Transfer Form and fill out all the information that you have concerning this lost item. A contact number and name is critical, in case questions arise about the lost item.

Place lost item/items in a box with paperwork, and send over to Lost & Found - Zip Code is 2281.

Items not claimed within 30 days of receipt will be discarded, sold or given to local charities.