



Title	SCEC Lost and Found Policies
Responsible Office	Student and Campus Event Centers
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## SCEC Lost and Found Policies

The Information Desk serves as the lost and found receiving and claims location for the John Lewis Student Center. An electronic log is maintained with a description of the items received, date received and receiver’s information. This information aids us in attempting to return lost items to their rightful owner. The Student Center will attempt to locate the rightful owner of the lost property. In the event the Student Center cannot locate the owner, we will store the item for a period of two (2) months from date of receipt. After the two (2) month-hold period, items will be disposed of or donated.

### Food and Beverage Items

Food and/or beverage items (including water bottles, coffee mugs, lunch boxes, etc.) will be discarded daily at the end of each shift due to sanitary reasons.

### Expensive Items

The Georgia Tech Police Department (GTPD) will be given expensive items at the end of closing shift per the GTPD lost and found guidelines below:

**GTPD will accept the following Lost and Found items:**

- Valuables such as money, jewelry, watches, laptops, tablets, and cellphones
- Weapons such as firearms, knives, Tasers, and OC Spray
- Wallets/purses if they contain valuables

**GTPD will NOT accept the following Lost and Found items:**

- Buzzcards (Go to Buzzcard Office)
- Car keys and/or Housing Keys (Housing keys go to GT Lock shop)
- Clothing, hats, shoes, headphones, air pods, and earbuds
- Bookbags (without a laptop or tablet)
- Food, drink, water bottles, or food containers
- Medication (Go to Prescription drop box located at Stamps Health)

### Cards, Buzzcards, and Debit/Credit Cards

From the time of receipt or notifying persons of lost property, BuzzCards will be returned to the BuzzCard Center after seven (7) days and debit/credit cards will be held for a period of seven (7) days and then destroyed due to liability reasons. State issued ID cards will be held for a period of thirty (30) days and then destroyed. One (1) form of picture ID is required to claim credit/debit cards. The person whose name is notated on the debit/credit card must pick up the item in person. Passports will be turned over to GTPD after (30) thirty days. All IDs and Buzzcard must be picked up by the owner of the card per state and GT policy.