

## LOST & FOUND

The Information Desk (Student Center, 2<sup>nd</sup> floor) serves as the Lost and Found receiving and claims location for the 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 three (3) months from date of receipt. After the three (3) month-hold period, items will be disposed of or donated.

### **FOOD & BEVERAGE ITEMS (CUPS, WATER BOTTLES, LUNCH BAGS, ETC.)**

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 contacted by the Information Desk Supervisor or the Operations Manager to confirm items have not been reported missing and/or stolen. Items on GTPD's list will be handed over to GTPD; other items will be secured and stored by the Student Center according to the aforementioned timeline.

### **ID CARDS, BUZZCARDS & 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.

Two (2) forms 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.