


Category	Facilities and Project Management	Policy Number	SUP-FPM-304	 جامعة زايد ZAYED UNIVERSITY
Distribution	External	Version	1.1	
Responsible Office	CAFO	Policy Owner	CPDS	
Date Approved	10 June 2020	Effective Date	10 June 2020	
Date Last Reviewed	16 April 2020	Due Date for Next Review	16 April 2023	

POLICY

Lost and Found Management

1. Purpose

The purpose of this policy is to ensure that appropriate measures are taken when handling Lost and Found items.

2. Scope of Application

This policy is applicable to all Zayed University faculty and staff.

3. Policy

3.1 To ensure transparency, any item handed in should be logged and safely stored until either reclaimed by the owner or disposed of by the Committee for Surplus Asset Disposal.

3.2 The Campus Physical Development and Services Department will announce periodically items that have been handed in to the Lost and Found and unclaimed for four months. Any item that remains unclaimed after the announcement will be disposed of by the Committee for Surplus Asset Disposal.

3.3 The Committee for Surplus Asset Disposal will recommend the method of disposal which will be then presented to the Purchasing Committee for further action.

4. Related Policies and Laws

N/A

5. Administration

This policy is administered by the Campus Physical Development and Services Department.

6. Revision History

Date	Revision
28 February 2023	Administrative change: <ul style="list-style-type: none"> • Updated the information header and policy numbers to be in line with the new format. • Updated the policy number from SUP-CPDS-11 to SUP-FPM-304
10 June 2020	Approved by the CAFO.
16 April 2020	Reviewed with no substantive changes required.

6 January 2020	Updated the policy number from SUP-CDV-13 to SUP-CPDS-11.
20 December 2017	New policy approved by University Council.