



University of Pittsburgh Policy

Abandoned and Unclaimed Tangible Property

Category: Facilities

Section: Abandoned Tangible Property

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Policy Number: 04-02-01

Effective date: October 27, 2014

Responsible University Officer:

- Ted Fritz, Associate Vice Chancellor for Public Safety and Emergency Management

POLICY STATEMENT

The University is committed to returning property to its rightful owner. The University secures, remits, or disposes of property in accordance with state laws regulating abandoned property.

The University reports and remits abandoned and unclaimed tangible property to the Commonwealth of Pennsylvania.

REASON FOR POLICY

This policy was established to:

- Comply with the Commonwealth of Pennsylvania Disposition of Abandoned and Unclaimed Property Act, 72 P.S. § 1301.1– 1301.28a.

DEFINITIONS

Unclaimed Tangible Property – Is held by the University of Pittsburgh and has remained unclaimed by the owner (students, employees, vendors, etc.) for more than the applicable state's specified period of time after it was identified. This includes tangible items such as jewelry, antiques, collectables, etc.

ENTITIES AFFECTED

All University responsibility centers.



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WHO SHOULD READ THIS POLICY

- Auxiliary Units
 - General Accounting Department
 - Facilities Management Department
 - Regional Campuses
 - University Departments
 - Surplus Property Department
 - University Police Department
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RESPONSIBILITIES

Departments or facilities with Lost and Found:

- Dispose of property with little or no value.
 - University Police Department can be contacted with questions of value.
- Determine how often to forward valuable unclaimed tangible property to the University Police Department, but must remit by the end of fall, spring, and summer semesters.

Executive Administrator, Associate Vice Chancellor for Public Safety and Emergency Management:

- Maintain a lost and found procedure for auxiliary units including types of property to be forwarded to the Police Department.

University Employees and Students:

- Forward items to supervisor or to the Lost and Found center in the building that the item was found.

University Police Department

- Maintain a central location for Lost and Found for the Oakland campus.
- Retain, report, and remit tangible property in accordance with the Commonwealth of Pennsylvania's Disposition of Abandoned and Unclaimed Property Act, 72 P.S. § 1301.1 - 1301.28a.
- Create and maintain departmental procedures for handling and disposal of unclaimed and abandoned tangible property. The departmental procedure includes the reporting and remittance of abandoned and unclaimed tangible property to the Commonwealth.
- Provide best practices to Regional Campuses for reporting abandoned tangible property.

University Regional Campuses:

- Report abandoned and unclaimed tangible property to University Police Department in Oakland per best practices.



University of Pittsburgh Policy Abandoned and Unclaimed Tangible Property

CONTACTS

Subject	Contact	Phone	Email
Lost and Found questions	University of Pittsburgh Police Department	(412) 624-4040	police@pitt.edu
Unclaimed property not in Lost and Found	University of Pittsburgh Police Department	(412) 624-4040	police@pitt.edu

OTHER UNIVERSITY POLICIES, PROCEDURES, AND RESOURCES

Policies

Abandoned and Unclaimed Intangible Property

Procedures

None

Other Resources

[Pennsylvania Treasury Website](#)

HISTORY

New policy