

LOST, ABANDONED, AND SURPLUS PROPERTY POLICY

POLICY PURPOSE

The purpose of this policy is to establish guidelines for handling lost and found items, abandoned property and surplus items owned by Farmingdale State College or left by vendors. This policy provides clear direction to employees for the proper safeguards, inventory, and disposal of items found by Farmingdale State College employees at any location throughout the campus.

PERSONS AFFECTED

Faculty, Staff, Students

POLICY STATEMENT

Periodically, lost, abandoned or surplus items are found on campus. Lost, abandoned or surplus items include, but are not limited to:

Lost property – property belonging to another person, such as clothing, keys, identification cards, books, wallets, etc.

Abandoned property – property left behind or discarded by another person or by a vendor, such as clothing, books, office supplies, household items, etc.

Surplus materials – campus-owned computers, furniture, materials, equipment, tools, etc. discarded by the campus, and materials left behind by vendors including construction materials, equipment, tools, etc.

Any such items, regardless of value, are considered lost, abandoned or surplus property. It is never appropriate for a college employee to take any found item from campus, including items found in and around a dumpster or garbage can. Removing property from campus for private or any other use is strictly prohibited. This includes taking property already designated for disposal via certified recycling methods or refuse sites or scrapping items such as copper, steel, iron, aluminum etc.

PROCEDURES

A. Lost or abandoned property

1. Residence Halls - Lost or abandoned property found in and around the residence halls should be managed by the Residence Hall Director (RHD) in the residence hall under the guidance of the Director of Residence Life. After a student checks out, if the RHD finds property (excluding trash or perishable items), the RHD will attempt to contact the student directly to arrange for the item to be returned. Items that are damaged or in useless condition will be disposed of. Custodial staff should only dispose of property deemed damaged or unusable after Residence Life has completed required reviews of the area.

2. Non-residential areas - Lost or abandoned property found in and around any non-residential area, that are not in damaged or useless condition, should be returned to University Police. University Police will complete a Lost/Found Property Report and will keep property for the appropriate time in accordance with New York State Personal Property Law.

B. Surplus property

The Property Control Office is responsible for storing, redistributing, and disposing of all surplus property on campus. In accordance with the [Property Control Policy](#), departments that no longer require equipment, furniture, or other property, must complete a **Report of Surplus/Disposal Property Form** or a **SUNY Research Foundation Property Status Change Request Form** for property with an Research Foundation inventory tag. Tagged property must never be disposed of by the department or by an employee. Property disposal must always be done by, or in conjunction with, the Property Control Office.

Staff who find surplus material on campus are required to notify their supervisor, who will coordinate appropriate disposal methods with the Property Control Office.

C. Disposing of lost, abandoned, or surplus property

Staff responsible for the disposal of lost, abandoned, or surplus property must place the property in the appropriate receptacle and never remove property from campus. Facilities staff who discover or are unsure if the property is lost, abandoned, or surplus must contact their supervisor or appropriate department head prior to taking any action. Employees are not to make arrangements for disposal or sale of equipment, furniture, fixture, materials, or other property, except through the Property Control Office.

DEFINITIONS

RELATED DOCUMENTS

[Property Control Policy](#)

RESPONSIBLE OFFICE

Property Control

POLICY HISTORY

Date of Approval: 2/4/2026