



**ADMINISTRATIVE
REGULATION AND
PROCEDURE**

Title: LOST AND FOUND	Code: FF0105
-----------------------	--------------

Policy Reference: N/A

All lost property found in classrooms, offices, cafeterias, auditoriums or other areas at MATC shall be taken without delay to the Public Safety department.

Property may be claimed during normal business hours, Monday through Saturday.. Unclaimed property will be disposed of after thirty (30) days from the date of recovery.

All lost property shall be turned in to the locations listed below, without delay:

- Downtown Milwaukee Campus - Public Safety office, room M274
- Education Center at Walker's Square - Public Safety office, room 203
- Mequon Campus - Public Safety office, room A280
- Oak Creek Campus - Public Safety office, room A100D
- West Allis Campus - Public Safety office, room 100

To Claim a Lost Item

Persons who have lost personal property shall be directed to the Public Safety office of the respective campus. The owner may claim property after completely describing the item(s) lost and providing identification. A student I.D. or a valid driver's license are acceptable forms of identification. Owners will sign for any property returned to them.

Cash and high value items may be stored at the Downtown Milwaukee Campus. Owners should contact Public Safety at 414-297-6588 to make arrangements to claim this type of property.

MATC will make every attempt to see that recovered property is returned to its rightful owner.

Office of Responsibility: Public Safety
Last Reviewed: May-2021