Procedures for Handling Lost or Abandoned Property

Because CPFM employees work throughout the University and have a great deal of exposure to the public, we must be very careful and proper in handling lost or abandoned property. All property when found must be turned in without delay to the office designated to collect these items. (On the main campus these items will be turned in to the Custodial Services’ Office, CPFM Building 1, room 3.208). When turning in an item, please give the date and location it was found. The item will be logged and tagged, then turned over to either the owner or the University Police at the proper time.

Items found at Pickle Research Campus will be turned in to the University of Texas Police Department.