



OBJECTIVE

To define the policy and procedures for residuals from the Department of Public Safety sale of unclaimed items.

POLICY

Applies to: All university personnel responsible for the sale of unclaimed items.

Issued: 2/2008

The OSU police department periodically sells items or abandoned property that have been left on campus and have not been claimed by their owner. The OSU Police submit monies as a result of these sales to the Office of Financial Services. The Office of Financial Services is responsible for depositing seventy-five percent of the funds derived from the sale of such items.

PROCEDURE

Applies to: All university personnel responsible for the sale of unclaimed items.

Issued: 2/2008

Process for the deposit of cash from Department of Public Safety Police sale:

- The Department of Public Safety hand delivers monies to the Office of the Treasurer as the result of on-site sales of unclaimed items. There is no set time frame. These sales are conducted on an as-needed basis.
- Twenty-five percent (25%) of the funds derived from the sale of lost/abandoned items are designated to the Community Crime Patrol for the Citizens Reward Program (Crime Solvers). This is managed by the OSU Police Department prior to amounts being sent to the Office of the Treasurer.
- Seventy-five percent (75%) of the funds derived from the sale of lost/abandoned items are sent to the Office of the Treasurer. The Treasurer's Office deposits the amounts received into the Unidentified Items fund, which at the end of the fiscal year rolls into the General Fund of the university.

RESOURCES

[Office of Financial Services](#)

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