

**Manhattan Area Technical College
Institutional Policy and Procedure Manual**

Policy No. 5.10.1

Title: Disposition of Unclaimed Property	
Originated by: Vice President of Student Services	Origination Date 11/2006
Originated Approver: President / Board of Directors	Approval Date: 4/26/2022
Revised by: Dean of Academic Affairs	Revised Date: 03/15/2022
Reviewed on: 11/15/2006; 03/15/2022	

Policy Statement: The Academic Dean, working with the Director of Facilities and departmental instructors, is responsible for the disposition of unclaimed property on MATC premises. Unclaimed property is defined as any tangible or intangible property presumed abandoned by the owner after 30 calendar days or 20 days of non-attendance. Such property includes, but is not limited to, vehicles, tools/tool boxes, locker contents, unclaimed checks and credit balance accounts.

Rationale: Unclaimed or abandoned property left on MATC premises may occupy valuable floor space or create a potential legal liability for the college. Also, students that stop attending classes without formally withdrawing sometimes do so without paying tuition, fees and/or parts bills. The College must make all reasonable attempts to limit liability and collect any monies due and payable.

Procedure:

1. After 30 calendar days or 20 days of non-attendance, the instructor is required to complete an Unclaimed Property Report form and submit it to their supervising Dean.
2. Upon receipt of the completed form, the Dean will make a good faith effort to determine the whereabouts of the rightful owner of the property, acknowledging that there are limits to what can be done to locate the rightful owner. Whenever possible, the rightful owner of the abandoned property will be notified by email on record or certified letter directed to the owner's last known address. The communication will specify a reasonable period of time for the owner to make arrangements for the disposition of the property, and will clearly state the College's intentions regarding disposal of the property should the owner fail to assume responsibility for retrieving it or disposing of it.
3. At the discretion of College Administration, the property may be disposed of, retained for college use, or sold with the proceeds being applied to any unpaid bills to the College.
4. Once the specified time period has elapsed, the College will have the Riley County Police Dept. tag abandoned vehicles and those vehicles will be towed at the owner's expense.

5. Once the specified time period has elapsed, the College will authorize instructors to cut locks on abandoned lockers and retain small tools, text books, etc., for program students' use. Unusable property will be removed by custodial staff.

6. Unclaimed tool boxes and their contents will be retained in a secure area until the specified time period has elapsed. At that point the boxes and their contents will be used at the discretion of the College.

7. In the event, a check remains unclaimed or does not clear the MATC bank account for one year, the check will be voided and the funds returned to the MATC general fund.

Unclaimed Property Report Form

Student Info

First Name: _____

Last Name: _____

Program: _____

Address: _____

City/State/Zip: _____

Phone _____ Alt Phone _____

Email _____

Property Information

Faculty Reporting: _____

Last Date of Student Attendance: _____

Date Documented: _____ Total Estimated Value _____

Location of Items: _____

Student has Paid for Items

Itemized List of Property

1.	_____	Value	_____
2.	_____	Value	_____
3.	_____	Value	_____
4.	_____	Value	_____
5.	_____	Value	_____
6.	_____	Value	_____
7.	_____	Value	_____
8.	_____	Value	_____
9.	_____	Value	_____
10.	_____	Value	_____
11.	_____	Value	_____
12.	_____	Value	_____