

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

**Policy No. 5.10.1**

<b>Title: Disposition of Unclaimed Property</b>	
Originated by: Kelly Hoggatt, Vice President of Student Services	11/29/06
Signature _____	Date _____
Approved by: Dr. Rob Edleston, President	
Signature _____	Date _____
Reviewed on: _____	Revised on: _____

**Policy Statement:** The Vice President of Student Services, working with the Vice President of Business Services 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 the Vice President of Student Services.
2. Upon receipt of the completed form, the Vice President of Student Services 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 certified letter directed to the owner's last known address. The certified letter 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.

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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 toolboxes and their contents will be retained in a secure area until the specified time period has elapsed. At that point, MATC will decide whether to retain the toolbox and its contents for use in the program or whether the toolbox and its contents will be auctioned. If auctioned, the proceeds will be applied by the MATC Vice President of Business Services to any unpaid bills accrued by the owner, plus an administrative fee of \$25 or 10% of the net proceeds. If there are funds remaining once all bills have been paid, a check will be issued and forwarded to the owner's known address, or held by the Business Office for the owner to claim.
  
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.