



OFFICE OF THE ADMINISTRATIVE VICE CHANCELLOR
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DA 720.07

ASSOCIATE VICE CHANCELLOR JACK POWAZEK, GENERAL SERVICES

Delegation of Authority – Policy on Found and Unclaimed Property

- References:**
- (a) University Policy on Found and Unclaimed Property (content the same as UC DA 0415);
 - (b) UC DA 0415 (Policy on Found and Unclaimed Property) to Chancellors, dated 7/2/1973;
 - (c) California Civil Code, Section 2080.8.

Supersedes: New

I hereby redelegate to you, in your area of responsibility, the authority to dispose of found and unclaimed property in accordance with Section 2080.8 of the California Civil Code and the University Policy on Found and Unclaimed Property.

The care and disposition of found and unclaimed property in possession of the University is to be implemented in compliance with University policy as follows:

1. Property shall be held for at least three (3) months by UCLA Police on site, or at a designated satellite center;
2. Thereafter, all property, except cash or negotiable property, shall be offered for sale at public auction to the highest bidder;
3. Notice of such sale shall be published at least once, five days in advance of the sale, in a newspaper of general circulation in the county where the property is held;
4. Property neither bid for at a sale, nor offered for sale, and the proceeds from any sale, shall be disposed of through established University channels;
5. Unclaimed cash and negotiable property may be returned to the finder after the expiration of the three-month period unless the property has been found by a University employee in the course of his or her employment.

Any redelegation shall be in writing with a copy to me and those listed below.



Sam J. Morabito
Administrative Vice Chancellor

cc: Chancellor
Executive Vice Chancellor & Provost
General Counsel & Vice President, Legal Affairs
Universitywide Policy Coordinator
Manager Administrative Policies & Delegations