 TED UNIVERSITY	LOST AND FOUND PROPERTY IMPLEMENTATION PRINCIPLES AND PROCEDURES			
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OBJECTIVE

ARTICLE 1- This procedures and principles document has been prepared in order to determine the actions to be taken about lost and found property found on the TED University campus and delivered to the Security Unit.

DEFINITIONS

ARTICLE 2 – Definitions of certain terms used in this document;

- a) Lost and found property: It refers to the property, money, jewelry, valuable documents, etc. mislaid by its owner, found on the TED University campus and delivered to the Security Unit.
- b) Security Unit: It refers to the unit that performs such actions as registration, storage, announcement, retrieval, sale, disposal, etc. about the lost and found property.

DELIVERY OF LOST AND FOUND PROPERTY

ARTICLE 3- Lost and found property is received by the Security Unit officers using the form titled [KYS-FR-11 KayıpveBuluntuEşyaBildirimFormu](#), which is to be signed by the person who found/delivered the property and the receiving Security Officer.


Storage of the lost & found property, announcement, search and disposal

ARTICLE 4- (1) Lost and found property is stored in the Administrative Affairs Warehouse allocated for this purpose for one academic year as of the date it was found; money, jewelry and items of high monetary value, on the other hand, are maintained in the Administrative Affairs vault. Lost items found out to be the subject of forensic incidents such as theft, extortion, etc. are submitted to the judicial authorities.

(2) If personal information such as the owner's name, address and phone could be retrieved from the lost and found property, the Administrative Affairs personnel or the relevant Security Unit personnel informs the owner of the property via appropriate means.

(3) Lost and found items and money are announced by TED University via e-mail at the end of the academic year. Lost and found items those are not claimed by their respective owners

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are disposed of from the warehouse at the end of each academic year.

(4) If documents such as notary paper, power of attorney, identity and family card, driver's license, vehicle license, etc. are not claimed by the owner during the storage period, they are sent to the relevant institution as attached to an official letter.

(5) Valuable jewelry items that are not claimed within an academic year are recorded as donations by the decision of the Commission established by the Office of the Secretary General, upon receiving offers from three jeweler tradesmen operating within the borders of Ankara and cashing them in Turkish Lira from the person who made the most appropriate offer.

(6) Lost and found items that are not retrieved by the owner within an academic year are given free of charge by the decision of the Commission established by the Office of the Secretary General to voluntary organizations established for charitable purposes or TEDU Student Council or communities deemed appropriate by the Office of the Rector.

RETRIEVAL OF LOST AND FOUND PROPERTY

ARTICLE 5- (1) The owner of the lost and found property applies for the retrieval of the item by filling out the [KYS-FR-11_KayıpveBuluntuEşyaBildirimFormu](#). The items are delivered to the person who is understood to be the owner of the property against signature. Money items in foreign currency are converted and returned as the equivalent amount in Turkish Lira as of the date they were found.

(2) If an expense has been made for the preservation of the lost and found property, this is to be obtained from the owner.

CASES WHERE THERE IS NO PROVISION

ARTICLE 6- Action is taken in accordance with the general provisions in situations where this document doesn't provide any specific guidelines or provisions. Lost and found property currently under storage will also be dealt with in accordance with the provisions of this document.

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