**Lost and Found Procedures**

SLCC has designated the following locations for collecting Lost and Found. They are responsible to receive, document, return and transfer property. Any property not claimed within a certain period of time will be turned over to [Surplus Property](https://i.slcc.edu/surplus/index.aspx).

**Taylorsville Redwood Campus**

| **Building** | **Location** | **Phone Number** |
| --- | --- | --- |
| Student Center (STC) | Student Center Offices | 801-957-4076 |
| Markosian Library (LIB) | Circulation Desk | 801-957-3847 |
| Lifetime Activities Center (LAC) | Recreation Desk | 801-957-3801 |
| Gunderson Facilities Service Building (GFSB) | Police Services | 801-957-4270 |
| PO5-102 (Portable North of the Student Center) | Mail Services | 801-957-4544 |

**South City Campus**

* Student Services SCM 1-061: 801-957-3407
* Grand Theater Box Office: 801-957-3362

**Jordan Campus**

* Health Science Center: Dean’s Office, 801-957-6322
* Jordan Student Center: JSTC 227, 801-957-2670

**Herriman Campus**

* Student Services: 801-957-6625

**Larry H. Miller Campus**

* MPDC 110: Conference Services, 801-957-5294 or 5285
* MFEC 138: Student Services, 801-957-5417

**Airport Campus**

* Main Reception Desk: 801-957-2050 or 2140

**Library Square Center**

* Student Services: 801-957-2000

**Westpointe Center**

* Student Services: 801-957-2150

**West Valley Center**

* Lobby/Reception Desk: 801-957-2118
* Wallets / Purses will immediately be turned over to [Police Services](https://www.slcc.edu/police/index.aspx).
* Keys will be turned over to the [Key Office](https://i.slcc.edu/facilities/departments/keyshop.aspx).
* Student ID cards will be turned over to the [ID Center](https://www.slcc.edu/onecard/index.aspx).

**When claiming Lost and Found a person claiming property must provide the following information:**

* Description of the property
* When it was lost
* Where it was lost (if known)
* Description of the property (color, brand, model, identifying marks)

**Collection and Transfer of Property**

Any property not claimed within a certain period of time will be picked up on a regular schedule by the Surplus Property department. The final disposition of property will be made by the Surplus Manager in accordance with College policies and state law.

[Full procedure](https://i.slcc.edu/facilities/docs/surplus-procedures-lost-found.pdf)