

Palm Beach State College

Board Policy

TITLE	Lost or Stolen Property	NUMBER 6Hx-18-4.47
LEGAL AUTHORITY	F.S. 1001.64	PAGE 1 of 1
DATE ADOPTED/AMENDED	Readopted 2/27/1975; Amended 6/19/2001, 4/09/2013, 10/14/2014	

Policy:

1. Lost or stolen property items shall be accountable through procedures directed by the President.
2. If the property is not recovered within one month, a written recommendation as to the final disposition of said property shall be presented to the District Board of Trustees for action. Incidents of negligence on the part of the property custodian may result in personal liability in the manner prescribed by law.
3. Action taken by the District Board of Trustees shall be recorded in the official minutes and a copy of the minutes shall be addressed to the Procurement Director (6Hx-18-4.46) for the inactivation of specified property records or for other action as may be prescribed by the District Board of Trustees.