

# Principles for Handling Lost-and-Found Items at Yuan Ze University

04.19.2005 Ratified in the 28th Student Affair meeting of academic year 2004

Clause 1 All those who have found a lost item (including cash) at YZU campus should bring the item to Life Consultation Group under the Office of Student Affairs so that a public announcement can be made and the responsibility of care is transferred to the office.

Clause 2 The Life Consultation Group will make an announcement on the office website, the first floor of Student Activity Center, and the bulletins of the Life Consultation Group in Building 2 and 3. The announcement time is limited to two months starting when the item is found. If someone has come forward for the lost item during the announcement period, the Life Consultation Group will return the item to the owner once it is confirmed.

Clause 3 If nobody has come forward for the lost item (including cash) over a month limit, the item will be forwarded to the local police office for care based on Clause 803 of the Civil Law.

Clause 4 If nobody has come forward for the lost item (including cash) when the item is transferred to the local police office over six month limit, the Life Consultation Group will follow the regulation of Clause 807 in the Civil Law to notify the founder to get back to the lost item and the ownership belongs to the founder.

Clause 5 If the founder agrees to donate the item to YZU when the ownership is transferred to him/her, he/she will sign the donation letter at the time when the lost-and-found item is turned to the office. If the lost item can be cashed in for money, with the administrative procedures and approval, the item can be given to the service group at YZU so it can be sold. Moreover, the money will be deposited into the account of student emergency. The same rule applies to the situation when cash is found. If the item cannot be cashed out for money, the Life Consultation Group will take proper procedures to destroy the item or send the item to the resource recycling center.

Clause 6 The previous rule is applicable to items such as stationery, books, bookbags, carrying belts, ball equipment, beepers, watches, rings, necklaces, translators, electronic dictionaries, and glasses. The items can be cashed into money. Those items inappropriate for money cashing include all kinds of IDs, bank cards, credit cards and keys.

Clause 7 The principles for handling the cashing of lost items:

- (1) The Life Consultation Group has to notify the service groups on YZU campus one month before the auction of the item for money.
- (2) The Life Consultation Group will list the item in the book and transfer the lost item to the service groups three days before auction.
- (3) The sale price for the item to be auctioned will be set by the Life Consultation Group and the service groups.
- (4) The item to be auctioned should be displayed publicly. The service groups should take care of the item and should not be for personal gain or bring profit to the third person.
- (5) The service groups should list the details (including dates, item names, quantity, sale price, system of the buyer, name and student ID) within one week when the auction is ended. The content of item should not be short or should not be replaced for any reason.
- (6) When the lost item cannot be sold in the auction, if the item is a book, it will be sent to the library for better use. The remaining item will be placed under the care of the Life Consultation Group for the next auction. If the item still cannot be sold off in the second auction, the Life Consultation Group will take administrative procedures for destruction or send the item to the resource recycling center.

Clause 8 This set of details is ratified in the meeting of the Office of Student Affairs before implementation. All amendments take the same procedures. For the matters not stipulated in the details, additional details will be set.

**If any controversies or disputes occurred regarding clauses of the contract, it shall always refer to its Chinese version.**

Receipt of Lost-and-Found Item at the Office of Student Affairs in YZU

The signing of this receipt is to show that \_\_\_\_\_ has come to the Life Consultation Group for the lost item and received the item.

Item name	Quantity	Special features	Remarks

Signed by:

Department and Year:          Student ID:          Name:

Address:

National ID:

Phone Number:

Date: \_\_\_\_\_ (mm/dd/yy)

Record Chart for Lost-and-Found Items at the Life Consultation Group at the Office of Student Affairs in YZU				
Person finding the item	Department		Address	
	Student ID		Telephone number	
	Name		National ID	
Date of finding the item			Location for finding the item	
Name of the item			Quantity	Special features
Remarks				
<p>1. Within six months after the lost item is found (including cash), if the owner comes forward for the lost item, the person who finds the item can request 30% of the value as a way to show appreciation.</p> <p>2. Please select:</p> <p><input type="checkbox"/> After six months, I agree to discard the ownership of the item and donate the item to the university for further processing. Signature: _____</p> <p><input type="checkbox"/> After six months, I agree to come back to get the lost item (including cash). Signature: _____</p>				

元智大學學務處生輔組拾獲物品紀錄表

系所 住址

拾獲人 學號 電話

姓名 身分證號碼

拾得日期 拾得地點

拾得物名稱 數量 特徵

備註

一、遺失物〈含失金〉拾得後六個月內，所有人認領者，拾得人對於所有人，得

請求

其物價值十分之三之報酬。

二、請勾選：

六個月後，同意拋棄所有權並捐贈學校義賣處理 請簽名：

六個月後，同意前來領取原拾獲物〈含失金〉 請簽名：\_\_