21.99.04.N1 Disposition of Abandoned and Unclaimed Personal Property

Approved: October 25, 2012
Revised: May 17, 2023
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Rule Summary
The Texas A&M Engineering Extension Service (TEEX) must dispose of abandoned and unclaimed property as provided in this rule.

Definitions

Abandoned or Unclaimed Property

Rule
1. For abandoned and unclaimed personal property in TEEX possession the following apply:
   1.1. Release to Owner: Upon receiving proper identification and proof of ownership all abandoned and unclaimed property must be released to the owner, except when the property is being held as evidence in a pending criminal case.
      1.1.1. All property abandoned and/or otherwise determined to be evidence in a reported crime must be released to law enforcement personnel with jurisdictional responsibility as required by law.
   1.2. Attempt to Notify: If the owner is known, notify them via mail of the abandoned or unclaimed personal property within a reasonable amount of time. If the owner is unknown, publish a public notice to attempt to find the owners of abandoned and unclaimed personal property.
   1.3. Surplus: After 90 days of holding the abandoned and unclaimed property, follow the TEEX Standard Administrative Procedure (SAP) 21.01.09.N0.01, Property Acquisition, Responsibility, and Accountability.

Related Statutes, Policies, or Requirements
Texas Education Code 51.213, Abandoned Personal Property
System Regulation 21.99.04, Disposition of Abandoned and Unclaimed Personal Property
TEEX SAP 21.01.09.N0.01, Property Acquisition, Responsibility, and Accountability

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