21.99.04.N1 Disposition of Abandoned and Unclaimed Personal Property

Approved: October 25, 2012
Next Scheduled Review: October 25, 2014

Rule Statement

The Texas A&M Engineering Extension Service (TEEX) shall dispose of abandoned and unclaimed property as provided in this rule.

Reason for Rule

Each component is required by System Regulation 21.99.04 to adopt a rule establishing criteria for disposition of abandoned and unclaimed personal property.

Procedures and Responsibilities

For abandoned and unclaimed personal property in TEEX possession the following apply:

1. Release to Owner - Upon receiving proper identification and proof of ownership all abandoned and unclaimed property shall be released to the owner, except when the property is being held as evidence in a pending criminal case.
   a. All property abandoned and/or otherwise determined to be evidence in a reported crime shall be released to law enforcement personnel with jurisdictional responsibility as required by law.

2. Attempt to Notify – If the owner is known, notify them via mail of the abandoned or unclaimed personal property before 45 days. Publish a public notice in The Eagle for unknown owners of abandoned and unclaimed personal property for articles over $5,000 value.
3. Surplus – After 90 days of holding the abandoned and unclaimed property, follow the TEEX Standard Administrative Procedure (SAP), Property Acquisition, Responsibility, and Accountability 21.99.04.N1.01 to surplus property.

Related Statutes, Policies, or Requirements

Texas Education Code 51.213 Abandoned Personal Property

System Regulation 21.99.04

Contact Office

TEEX Financial Services
(979)458-6902

System Approvals

Approved for Legal Sufficiency:

Ray Bonilla
General Counsel

Approved:

John Sharp
Chancellor

Date

11/27/12

11/28/12