

## **21.99.04.E1 Disposition of Abandoned and Unclaimed Personal Property**

Approved April 13, 2017  
Next Scheduled Review: April 13, 2022

Supplements System Regulation 21.99.04

### **Rule Statement**

This rule provides Texas A&M Engineering Experiment Station (TEES) divisions with the guidelines for the disposition of any abandoned or unclaimed personal property.

### **Reason for Rule**

This rule is required by The Texas A&M University System Regulation *21.99.04, Disposition of Abandoned and Unclaimed Personal Property*.

### **Procedures and Responsibilities**

1. Abandoned or unclaimed property coming into the possession of a TEES division should be reported to the appropriate division head or Accountable Property Officer (APO).
  - 1.1 After a reasonable amount of time, the division head or APO shall attempt to notify the known owner through mail, telephone or email. In the event the property owner is not identified, the division head or APO should attempt to identify the property owner through a public notice.
  - 1.2 The property shall be released to the owner with proper identification and proof of ownership, except when the property is being held as evidence in a pending criminal case.
2. After 90 days of holding the abandoned and unclaimed property, TEES Surplus Property Standard Procedures will be followed.

### **Related Statutes, Policies, or Requirements**

[Texas Education Code, § 51.213 Abandoned Personal Property System Regulation 21.99.04, Disposition of Unclaimed and Abandoned Personal Property](#)

### **Contact Office**

Fiscal Office  
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