



21.99.04.E1 Disposition of Abandoned and Unclaimed Personal Property

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Revised August 18, 2022
Revised April 25, 2023
Next Scheduled Review: April 25, 2028

Supplements System Regulation 21.99.04

Rule Summary

This rule provides Texas A&M Engineering Experiment Station (TEES) departments with the guidelines for the disposition of any abandoned or unclaimed personal property. 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 department must be reported to the appropriate Accountable Property Officer (APO) (department head) or designee.
 - 1.1 Within a reasonable amount of time, the APO or designee must attempt to notify the known owner through an appropriate form of communication (mail, telephone, or email).
 - 1.2 The property must be released to the owner upon provision of proper identification and proof of ownership, except when the property is being held as evidence in a pending criminal case.
 - 1.3 In the event the property owner is unknown, the APO or designee should attempt to identify the property owner through an appropriate form of public communication determined by the department.
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 Abandoned and Unclaimed Personal Property](#)



Texas A&M Engineering
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