21.99.04.E1 Disposition of Abandoned and Unclaimed Personal Property

Approved April 13, 2017
Revised August 18, 2022
Next Scheduled Review: August 18, 2027

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 should 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 shall attempt to notify the known owner through an appropriate form of communication (mail, telephone, or email).

   1.2 The property shall 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 not identified, the APO or designee should attempt to identify the property owner through an appropriate form of public notice.

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

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