

The Texas A&M University System
The Texas A&M Engineering Extension Service
Agency Rules

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.
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Related Statutes, Policies, or Requirements

[Texas Education Code 51.213 Abandoned Personal Property](#)


[System Regulation 21.99.04](#)

Contact Office

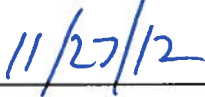
TEEX Financial Services
(979)458-6902

System Approvals

Approved for Legal Sufficiency:

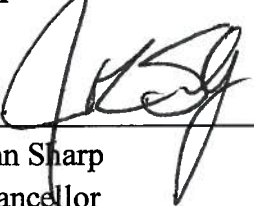


Ray Bonilla
General Counsel

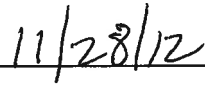


Date

Approved:



John Sharp
Chancellor



Date