

TEXAS A&M
INTERNATIONAL
UNIVERSITY™
Rule

21.99.04.L1 Disposition of Abandoned and Unclaimed Property

First Approved: November 13, 2013

Last Revised: November 13, 2013

Next Schedules Reviewed: November 13, 2015

Supplements: *System Regulation 21.99.04 Disposition of Abandoned and Unclaimed Personal Property*

1. GENERAL

The purpose of this Rule is to establish written procedures for the disposal of abandoned and unclaimed property as provided in accordance to System Regulation 21.99.04.

2. Procedures

- 2.1 All abandoned and unclaimed personal property coming into the possession of the University Police Department shall be released to the owner upon receipt of proper identification and proof of ownership, except where the personal property is held as evidence to be used in any pending criminal case.
- 2.2 The University Police Department will make attempts to notify known owners via documented phone calls and/or U.S. mail. If the owner is unknown, public notice will be given within 30 days via the University's portal, Uconnect.
- 2.3 Following such attempts, or if the owner is unknown, the property will be held for 90 days. Upon completion of the holding period, unclaimed property is forfeited to the University and transferred from the University Police Department to the University Property Manager for sale via an online auction. Items that do not sell will be disposed of. Public notice prior to the auction shall be given via the University's portal, Uconnect.

Office of Responsibility: University Police Department