

21.99.04.R1 Disposition of Abandoned and Unclaimed Personal Property

Approved August 13, 2009



Rule Statement

Texas A&M University-Commerce shall dispose of abandoned and unclaimed property as provided in this rule.

Reason for Rule

This rule is to provide guidance to the campus for the disposition of abandoned or unclaimed personal property left on the campus.

Procedures and Responsibilities

1. All abandoned and unclaimed personal property coming into the possession of the University Police Department (UPD) shall be released to the owner upon proper identification and proof of ownership, except where the personal property is being held as evidence to be used in any pending criminal case.
 2. The University Police Department shall, after sixty (60) days, make attempt to notify known owners via documented phone call and/or certified mail. Unknown owners will be notified through a public notice regarding unclaimed personal property.
 3. Any unclaimed personal property, held for a period of at least ninety (90) days, may be sold at public auction. Public notice will be given in advance of the auction.
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Related Statutes, Policies, or Requirements

System Regulation [21.99.04 Disposition of Abandoned and Unclaimed Personal Property](#)

Definitions

Abandoned or Unclaimed Property – Personal property is considered abandoned or unclaimed if the identity or the valid address of the owner cannot be determined from the information available to the University Police Department.

Contact Office

Chief of Police
903-886-5860