

# 21.99.04.S1 Disposition of Abandoned and Unclaimed Personal Property



Revised: [May 23, 2023](#)

Next Scheduled Review: May 23, 2028

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## Rule Summary

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This rule outlines procedures for handling abandoned and unclaimed items found on property under the administrative purview of The Texas A&M University System Offices (System Offices).

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## Definitions

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Unless stated otherwise, all terms used in this rule have the meaning assigned by System Regulation 21.99.04, *Disposition of Abandoned and Unclaimed Personal Property*.

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## Rule

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### 1. MANAGEMENT OF ABANDONED AND UNCLAIMED PROPERTY

Abandoned and unclaimed property found at one of the following System Offices locations should be reported to the listed responsible party.

1.1 Moore/Connally Building – 301 Tarrow Street, College Station, Texas 77840

Responsible Party: System Office of Environment, Safety and Security.

1.2 Human Capital Management Office – 700 University Drive, Suite 104, College Station, Texas 77840

Responsible Party: Workday Services Leadership.

1.3 RELLIS Campus – 3100 TX-47, Bryan, Texas 77807

Responsible Party: RELLIS Administration.

1.4 Easterwood Airport – McKenzie Terminal

Responsible Party: Easterwood Security Office.

### 2. DISPOSITION OF PROPERTY

- 2.1 The responsible party must promptly log the receipt of all abandoned and unclaimed property in an Abandoned and Unclaimed Property Log. The rightful owner of an article of abandoned and unclaimed property must claim the property within 90 days from the responsible party's receipt of the property. Upon proper proof of ownership, the responsible party returns the article to the owner. The name, identification number, date, and method of property return are entered into the disposition field of the Abandoned and Unclaimed Property Log.
- 2.2 For all abandoned and unclaimed property containing a name or contact information, an attempt to notify the owner is made via telephone, text message, email, or other means (Facebook, Google, etc.).
- 2.3 Responsible parties reserve the right to report items to the Texas A&M University Police Department on a case-by-case basis.

### 3. SALE

- 3.1 At least annually, all eligible items within the abandoned and unclaimed property inventory are auctioned.
- 3.2 Proceeds derived from the sale of such property are deposited into the System Staff Scholarship Program account with proceeds benefiting scholarships for system employees.

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## Related Statutes, Policies, or Requirements

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[Tex. Educ. Code, § 51.213, Abandoned Personal Property](#)

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

[Texas Comptroller of Public Accounts, Unclaimed Property Reporting Guidelines](#)

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## Contact Office

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Environment, Safety & Security  
(979) 458-7523