



Rule

21.99.04.L1 Disposition of Abandoned and Unclaimed Property

First Approved: November 13, 2013
Revised: December 18, 2017
Next Scheduled Reviewed: December 18, 2022

Rule Statement and Reason for Rule

The purpose of this Rule is to establish written procedures for the disposal of abandoned and unclaimed property, in accordance with [System Regulation 21.99.04, *Disposition of Abandoned and Unclaimed Personal Property*](#).

Procedures and Responsibilities

1. PROCEDURES

- 1.1 All abandoned and unclaimed personal property coming into the possession of the University Police Department (UPD) 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.
- 1.2 UPD will make attempts to notify known owners via documented phone calls, emails, and/or U.S. mail. If the owner is unknown, public notice will be given within thirty (30) days via UPD's Lost & Found webpage.
- 1.3 Following such attempts, or if the owner is unknown, the property will be held for ninety (90) days. Upon completion of the holding period, unclaimed property is forfeited to Texas A&M International University (TAMIU) and transferred from UPD to the TAMIU Property Manager for sale via an online auction. Public notice prior to the auction shall be given via TAMIU's Property Management Surplus webpage. Items that do not sell will be disposed of.

Related Statutes, Policies, Regulations, or SAP's

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

Contact Office

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