

21.99.04.K1 Disposition of Abandoned and Unclaimed Personal Property



Approved: January 2013
Revised: March 21, 2014
Revised: September 22, 2017
Reviewed: April 2, 2018
Next Scheduled Review: April 2, 2023

Rule Statement

This rule provides Texas A&M University Kingsville with the guidelines for the disposition of any abandoned or unclaimed personal property.

Reason for Rule

This Rule is required by System Regulation 21.99.04, *Disposition of Abandoned and Unclaimed Personal Property*.

Procedures and Responsibilities

1. Any abandoned or unclaimed property at any Texas A&M University Kingsville facility should be reported to University Police Department Property Officer.
2. The property officer shall make an attempt to notify known owners through, mail, telephone or other means (email, text message etc). The property officer shall attempt to identify unknown owners through a public notice¹ of abandoned property. Any item that is presumed lost or stolen should be reported promptly to the University Police Department.
3. The University Police Department may retain possession of the item until it is returned to the owner or otherwise disposed of according to law. After a 90-day period, Texas A&M University Kingsville University Police Department Property Officer will determine if unclaimed items may be sold through public auction.
4. Proceeds derived from the handling, storage or sale of such property will be deposited as directed by Finance and Administration in an appropriate account.

¹ The University Police Department will maintain a current list of Lost & Found property on their website:

http://www.tamuk.edu/finance/upd/lost_and_found.html

Related Statutes, Policies, or Requirements

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

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

Contact Office

University Police Department
(361) 593-2611