

Rule 21.99.04.T1 DISPOSITION OF ABANDONED AND UNCLAIMED PERSONAL PROPERTY



New/Approved: July 6, 2015
Next Scheduled Review: July 6, 2020

Rule Statement

Tarleton State University (Tarleton) shall disposal 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 in accordance with System Regulation *21.99.04 Disposition of Abandoned and Unclaimed Personal Property*.

Procedures and Responsibilities

1. All abandoned and unclaimed personal property coming into the possession of the university police department or other designated departments shall be released to the owner upon receipt of 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. Abandoned property collected by university departments will be held by such university department for thirty (30) days, noting when and where the property was discovered.
 - 2.1 Within a reasonable amount of time after the property is received, the university police department shall make an attempt to notify known owners through a mailed notice and unknown owners through a public notice as appropriately determined by the member.
 - 2.2 Unclaimed property collected by university departments will be held by such university department for thirty (30) days will be forwarded to Procurement Services, with the accompanying documentation, for continued storage and final disposition in accordance with Section 3 below.
3. Any unclaimed personal property, held by Procurement Services for a period of at least ninety (90) days will become the property of the university, and the property will be sold at a public auction. Public notice should be given in advance of the auction.

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*](#)

[Texas Government Code – Section 2175.189](#)

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 folder of the property.

Contact Office

Office of Support Services
254.968.9611