

**PRAIRIE VIEW A&M UNIVERSITY
UNIVERSITY RULE**



21.99.04.P1 Disposition of Abandoned and Unclaimed Personal Property

Approved May 21, 2014

Next Scheduled Review: May 2019

Rule Statement

Abandoned property shall be made available for claim by owners and unclaimed items will follow a system for disposition.

Reason for Rule

Texas through disposition of property laws has a declared abandonment period to return valuables to their rightful owners. If unsuccessful, then the property reverts to the State. System Regulation [21.99.04 Disposition of Abandoned and Unclaimed Personal Property](#) provides guidance for the disposition of abandoned and unclaimed personal property, and this Rule establishes procedures for the University Police Department.

Official Procedures and Responsibilities

1. UNIVERSITY POLICE DEPARTMENT

- 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 proper identification and proof of ownership, except where the personal property is being held as evidence to be used in any pending criminal case.
- 1.2 Employees, students, and other persons at the University discovering abandoned or unclaimed personal property should contact the UPD within twenty-four (24) hours of discovery.
- 1.3 An Evidence Submittal Form will be completed by the UPD with the pertinent information relating to the property.
- 1.4 All property will be held for a minimum of ninety (90) days, unless the property is being used in a pending criminal case, before being disposed of in accordance with this Rule.

2. DISPOSITION OF PROPERTY

- 2.1 For all property containing a name or contact information, the UPD will attempt to notify the owner of the property via documented phone calls and/or U.S. mail or other appropriate means of communication.

- 2.2 For all property with no name or contact information, the UPD will distribute a campus-wide notice listing the property.
- 2.3 After property has been held for ninety (90) days, a public auction may be held to sell any unclaimed property or donated to a nonprofit organization. Public notice should be given 10 business days in advance of the auction.
 - 2.3.1 Security sensitive items, including but not limited to, bank/credit cards, social security cards, checks, student identification cards, and driver's licenses will be handled according to procedures mandated by the issuing office. (Example: PVAMU student identification cards will be returned to the Office of Auxiliary Enterprises; SS Cards will be returned to the respective office.) Checks, bank cards, and/or credit cards will be shredded.
 - 2.3.2 Proceeds derived from the handling, storage or sale of such property (including unclaimed cash) will be deposited into the UPD's account.

Related Policies and Regulations

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

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

Definitions

Abandoned or Unclaimed Property – property for which the identity or valid address of the owner cannot be determined from the information available to the holder of the property.

Returnable Property – property that is able to be securely stored at no risk to the storage unit or personnel.

Non-returnable Property – property that poses a health or safety risk to the storage unit or personnel and will be disposed of at the direction of the University Police Department.

Contact Office

University Police Department 936-261-1375
