

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



21.99.04.P1 Disposition of Abandoned and Unclaimed Personal Property

Approved: May 21, 2014

Revised: December 5, 2019

Reviewed: February 7, 2023

Next Scheduled Review: February 1, 2028

Rule Statement

Prairie View A&M University (PVAMU) shall dispose of abandoned and unclaimed property as provided in this rule.

Reason for Rule

This rule is to provide guidance 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](#).

Official Procedures and Responsibilities

1. ABANDONED AND UNCLAIMED PROPERTY

- 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.
 - 1.1.1 For all property containing a name or contact information, an attempt to notify the owner will be made. All attempts at contacting the owner shall be documented in writing.
 - 1.1.2 For all property with no name or contact information, in an attempt to notify the owner, a campus-wide notice listing the property will be distributed.

2. DISPOSITION OF PROPERTY

- 2.1 Any abandoned or unclaimed property held for a period of at least ninety (90) days will become the property of the university.
- 2.2 Computers and electronic media storage devices (i.e. laptops, iPads, USB devices, flash drives, etc.) without unique distinguishable markings on the surface shall be forwarded to the Information Security Officer who will coordinate disposal of such devices.

- 2.3 Security sensitive items, including but not limited to, social security (SS) cards, 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/credit cards will be shredded.
- 2.4 Items with no intrinsic value will be disposed of, and all other items may be sold in a public auction or donated to a nonprofit organization. Public notice should be given in advance of an auction.
- 2.5 Proceeds derived from the handling, storage or sale of such property (including unclaimed cash) will be deposited into the UPD's account to be used at its discretion.

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.

Contact Office

University Police Department 936-261-1375
