

## Texas A&M AgriLife Extension Service Rules

21.99.04.X1 | Disposition of Abandoned and Unclaimed Personal Property



Reviewed: November 8, 2017

Next Scheduled Review: November 8, 2022

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### **RULE STATEMENT**

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This rule provides Texas A&M AgriLife Extension Service (AgriLife Extension) units with the guidelines for the disposition of any abandoned or unclaimed personal property.

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### **REASON FOR RULE**

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This rule is required by The Texas A&M University System (A&M System) regulation 21.99.04, *Disposition of Abandoned and Unclaimed Personal Property*.

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### **PROCEDURES AND RESPONSIBILITIES**

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#### 1.0 GENERAL

Any abandoned or unclaimed property at an AgriLife Extension facility should be reported to the unit head or unit accountable property officer. Property shall be held a reasonable amount of time. The unit head or unit accountable property officer shall make an attempt to notify known owners through, mail, telephone, or other means (email, text message, etc.). Unknown owners shall attempt to be identified through a public notice of abandoned property. Any item that is presumed stolen should be reported promptly to the Texas A&M AgriLife (AgriLife) Office of Property and Fleet Management. The AgriLife Office of Property and Fleet Management will provide guidance in notification to police or other local authorities

After a 90-day period, the AgriLife Office of Property and Fleet Management will determine if such items may be sold through public auction of items that have not been claimed. Proceeds derived from the handling, storage, or sale of such property will be deposited as directed by AgriLife Fiscal in an appropriate account.

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### **RELATED STATUTES, POLICIES, OR REQUIREMENTS**

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

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

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### **DEFINITIONS**

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See A&M System Regulation 21.99.04

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### **CONTACT OFFICE**

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For questions concerning disposition of abandoned and unclaimed personal property, please contact the AgriLife Office of Property and Fleet Management at 979-845-4791.

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**REVISION HISTORY**

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*Approved: May 12, 2011*

*Reviewed: August 28, 2015*

*Reviewed: November 8, 2017*

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