

## Texas A&M AgriLife Extension Service Rules

### 21.99.04.X1 | Disposition of Abandoned and Unclaimed Personal Property



Reviewed: January 23, 2023

Next Scheduled Review: January 23, 2028

[Click Here to View Revision History](#)

---

#### RULE SUMMARY

---

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.

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*.

---

#### PROCEDURES AND RESPONSIBILITIES

---

##### 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) Property and Fleet Management Office. The AgriLife Property and Fleet Management Office will provide guidance in notification to police or other local authorities

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

---

#### RELATED STATUTES, POLICIES, OR REQUIREMENTS

---

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

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

---

#### DEFINITIONS

---

See A&M System Regulation 21.99.04.

---

#### CONTACT OFFICE

---

Questions about this procedure should be referred to the AgriLife Property and Fleet Management Office at 979-314-0951.

---

#### REVISION HISTORY

---

Approved: May 12, 2011  
Reviewed: August 28, 2015  
November 8, 2017  
January 23, 2023

Next Scheduled Review: January 23, 2028