



Disposition of Abandoned Personal Property

Purpose

The purpose of this policy is to provide the process in which lost or abandoned personal property is disposed of.

Persons Affected

This policy applies to all employees, faculty, students, visitors, volunteers, contractors, or vendors.

Definitions

Lost Property: any unclaimed personal property coming into the possession of the university, other than motor vehicles as defined in the Texas Transportation Code. Property shall be deemed abandoned if the rightful owner does not come forward and make a valid claim within ninety (90) days of the university's original possession.

Policy

Unless the abandoned property is being held as evidence to be used in a pending criminal case, the university may dispose of the abandoned property by public sale. The proceeds of the sale will be used for student service activities as directed by the Dean of Student Affairs. Abandoned cash will be deposited into a university account to be used for student service activities as directed by the Dean of Student Affairs.

Should a person make a valid claim to property after it has been deemed abandoned, but prior to its disposition under this policy, the property will be returned to the owner.

Procedures

Reporting or Claiming Abandoned Personal Property

Any individual finding lost property on the university campus, or seeking to claim lost property, should follow the guidelines listed below.

1. A person finding lost or unclaimed property should turn in said property at the University Police Department or the information desk in the student center. Lost or unclaimed property found in Steen Library should be turned in to the circulation desk on the first floor. Lost or unclaimed property found in academic buildings should be turned in to the appropriate departmental office. Lost or unclaimed bicycles or other bulky items are stored in the University Police Department.
2. A written Record of Unclaimed Personal Property form indicating the date the lost or unclaimed property came into the university's possession shall be completed and retained by the receiving department.
3. After fifteen (15) days, all unclaimed property held in the University Police Department, in Steen Library, or in other campus areas such as departmental offices, shall be transferred



to the student center information desk with the record indicating the date of receipt of the unclaimed property. Unclaimed bicycles and other bulky items will be stored by University Police Department.

4. Lost items may be claimed at the student center information desk upon presentation of reasonable identification of the lost property.
5. A public sale is held annually under the direction of the dean of student affairs at a time and place announced during each academic year.

Related Statutes or Regulations, Rules, Policies, or Standards

Tex. Educ. Code § 51.213

Responsible Executive

Dean of Student Affairs

Forms

Record of Unclaimed Personal Property

Revision History

September 1, 2023 (original)