

21.99.04.W1/BF Disposition of Abandoned and Unclaimed Personal Property
Approved September 4, 1998
Supplements System Regulation 21.99.04

1. All abandoned and unclaimed personal property found on the campus of West Texas A&M University is to be delivered and secured by the University Police Department. Employees, students, and other persons at the University discovering abandoned or unclaimed personal property should contact the University Police Department. A report will be completed by the University Police Department with the pertinent information relating to the property.

2. The University Police Department will attempt to notify the owner of the property through mail or other appropriate means of communication. Unknown owners should be contacted through a notification procedure by the University Police Department and circulated on campus. All unclaimed personal property will be held for a period of at least 90 days. After that time, if the owner does not retrieve the property or if the owner remains unknown, the personal property will be included in the University's surplus property sale.

CONTACT FOR INTERPRETATION: Chief, University Police Department