

**UNIVERSITY OF HOUSTON SYSTEM
ADMINISTRATIVE MEMORANDUM**

SECTION: Fiscal Affairs

NUMBER: 03.E.03

AREA: Physical Property

SUBJECT: Disposition of Abandoned and Unclaimed Financial and Personal Property

1. PURPOSE

To ensure compliance with the laws of the state of Texas concerning the identification and disposition of abandoned and unclaimed financial and physical personal property while under the control of the System.

2. POLICY

- 2.1. Abandoned financial personal property is recognized as a general liability of the System. Sufficient detailed accounting records shall be maintained by the component universities in order to execute the identification, recognition, notification, reporting, and remittance functions for all financial personal property presumed abandoned as required by the Texas Comptroller of Public Accounts.
- 2.2. Unclaimed physical personal property coming into the possession of campus security personnel, where the physical property is not being held as evidence to be used in any pending criminal case, will be disposed of according to component university procedures. Abandoned and unclaimed physical property is governed by [Section 51.213](#) of the Texas Education Code.

3. DEFINITIONS

- 3.1. Financial personal property: Includes unclaimed wages, utility deposits, and stored value cards, which meet the criteria set out in [Texas Property Code, Section 72.101](#).
- 3.2. Physical personal property: Generally designated as items of “lost and found.” This includes, but is not limited to, currency, abandoned motor vehicles, bicycles, books, clothing, and electronic devices.

4. TERMS OF ABANDONMENT

- 4.1. Unclaimed wages are presumed abandoned, if for longer than one year the existence and location of the person to whom the wages are owed is unknown to the System, and a claim for the wages has not been filed with the System.

- 4.2. Vendor payments and student refunds are presumed abandoned, if for longer than three years the existence and location of the person to whom the payment/refund is owed is unknown to the System, and a claim to the payment has not been filed with the System.
- 4.3. Unclaimed physical personal property is presumed abandoned, if for longer than 60 days the existence and location of the person to whom the property belongs is unknown to the System, and a claim to the property has not been filed with the System. Each component university police or security department is responsible for and shall develop procedures for the disposition of unclaimed physical property.

5. REPORTING AND DELIVERY

- 5.1. Each component university shall file a report in accordance with the requirements of the state of escheatment on or before the state required due date that contains all financial personal property presumed abandoned according to that state's abandonment schedule. This report shall contain detail sufficient to make a proper accounting and remittance to the State Treasurer. If the amount due is required to be individually (rather than aggregately) reported, the following must be included in the report if known by the System:
 - 5.1.1. The name, social security number, birth date if social security number is unknown, and last known address of:
 - each person who, from System records, appears to be the owner of the property, or
 - any person who is entitled to the property.
 - 5.1.2. A description of the property, the identification number, if any, and if appropriate, a balance of each account
 - 5.1.3. The date that the property became payable, demandable, or returnable, and
 - 5.1.4. The date of the last transaction with the owner concerning the property.
- 5.2. Known owners of financial personal property that meets the abandonment period of the State of Texas must be given written notification by the System on or before the due date proscribed by the State if the System has a last known address on file and the property meets the State's minimum threshold.
- 5.3. Each component university shall remit all property that meets the abandonment period criteria to the State Treasurer on or before the proscribed due date.

6. REVIEW AND RESPONSIBILITY

Responsible Party: Associate Vice Chancellor for Finance

Review: Every three years on or before September 1

7. APPROVAL

Approved: Jim McShan
Interim Vice Chancellor for Administration and Finance

Renu Khator
Chancellor

Date: June 12, 2015

REVISION LOG

Revision Number	Approval Date	Description of Changes
1	10/26/1993	Initial version
2	04/07/2008	Applied revised SAM template to meet current documentation standards. Revised Section 2.1 parameters for abandonment of traveler's checks and money orders to fifteen years and seven years, respectively. Report in Section 4.1 is given to State Comptroller before October 31 st each year. Section 4.2 was revised with no specific due date except each year regarding component university reports of abandoned and unclaimed personal property. Changed responsible party to Associate Vice Chancellor for Finance. Changed review period from odd numbered years before August 31 st to every three years on or before August 31 st . Added Executive Vice Chancellor for Administration and Finance to approval process

Revision Number	Approval Date	Description of Changes
3	06/12/2015	<p>Applied revised SAM template and added new Revision Log. Changed SAM title from “Disposition of Abandoned and Unclaimed Personal Property” to current title. Added Section 2, Policy. Revised Section 3 definitions for financial personal property and physical personal property. Changed Section 4 to Terms of Abandonment, and revised section. Removed information regarding gift cards, money orders, and traveler’s checks, since they are not issued by UHS. Updated Sections 5.1, 5.2, and 5.3 with current information regarding reporting and delivery processes. Changed review period from every three years on or before August 31st to every three years on or before September 1st. Removed Section 8, Indexing Terms</p>