

**UNIVERSITY OF HOUSTON SYSTEM
ADMINISTRATIVE MEMORANDUM**

SECTION: Fiscal Affairs

NUMBER: 03.E.03

AREA: Physical Property

SUBJECT: Disposition of Abandoned and Unclaimed Personal Property

1. PURPOSE

To ensure compliance with the laws of the State of Texas concerning the identification and disposition of abandoned and unclaimed property while under the control of the system.

2. DEFINITION

2.1. Abandoned personal property is statutorily defined in the Texas Property Code, [72.001](#) et. seq. System policy is primarily concerned with [72.101](#) which covers the abandonment of personal property, such as unclaimed checks (wages, vendor payments, tuition) or deposits. Under [72.101](#), personal property which meets the criteria set out in the property code is presumed abandoned, if for longer than three years the existence and location of the owner of the property is unknown to the System and no claim or act of ownership has been asserted. Traveler's checks and money orders are presumed abandoned after a period of 15 and seven years, respectively.

2.2. This memorandum is not concerned with lost and found or student general property deposits. These items are covered under Sections [51.213](#) and [54.5021](#) of the Texas Education Code, respectively.

3. GENERAL GUIDELINES

3.1. Unclaimed property will be recognized as a general liability of the System.

3.2. The Associate Vice Chancellor/Controller is responsible for the proper disposition of abandoned and unclaimed property. This includes the identification, recognition, notification, reporting, and remittance functions for all property presumed abandoned. Sufficient detailed accounting records shall be maintained by the component universities in order to execute this responsibility.

4. REPORTING AND DELIVERY

- 4.1. Each component shall file a report to the State Comptroller on or before October 31st of each year containing all property presumed abandoned as of June 30th of that year. This report shall contain detail sufficient to make a proper accounting and remittance to the State Treasurer.
- 4.2. Each component university shall file a report each year even if there is no reportable property.
- 4.3. Each component university shall remit all property presumed abandoned as of June 30th of the reporting year to the State Treasurer on or before November 1st.

5. REVIEW AND RESPONSIBILITIES

Responsible Party: Associate Vice Chancellor for Finance

Review: Every three years on or before August 31

6. APPROVAL

Approved: Jim McShan
Interim Vice Chancellor for Administration and Finance

Renu Khator
Chancellor

Date: April 7, 2008

7. INDEXING TERMS

Abandoned Personal Property
Unclaimed Personal Property
Stale Checks
Uncashed Checks