

**MAPP 03.07.11 Disposition of Abandoned and Unclaimed
Personal Property**

Section Fiscal Affairs
Area General Accounting
Original 05/09/2018
Reviewed 04/01/2026



TEXAS SOUTHERN UNIVERSITY
**MANUAL OF ADMINISTRATIVE
POLICIES AND PROCEDURES**

I. POLICY STATEMENT

Texas Southern University (the “University” or “Texas Southern”) is committed to the responsible stewardship, accountability, and lawful disposition of all personal property held in its custody. In alignment with the laws of the State of Texas, the University shall ensure that all unclaimed and abandoned personal property is properly identified, safeguarded, reported, and remitted in accordance with applicable statutory requirements.

Unclaimed personal property shall be recognized as a liability of the University until such time as it is returned to the rightful owner or remitted to the State of Texas in accordance with the Texas Property Code.

The Vice President of Administration and Finance, Chief Financial Officer (CFO), is responsible for overseeing the University’s compliance with unclaimed property laws. This responsibility includes the identification, recognition, notification, reporting, and remittance of all property presumed abandoned. The University shall maintain sufficient and accurate accounting records to support these functions and to ensure transparency, accountability, and audit compliance.

The Texas Comptroller of Public Accounts administers the State’s Unclaimed Property Program, and the University shall comply with all reporting and remittance requirements established by that office.

II. PURPOSE AND SCOPE

The purpose of this policy is to ensure compliance with the laws of the State of Texas concerning the identification and disposition of abandoned and unclaimed personal property while under the control of Texas Southern.

This policy applies to all University departments, divisions, and units that receive, process, hold, or manage funds or personal property on behalf of employees, students, vendors, or other third parties. It governs the identification, reporting, safeguarding, and disposition of abandoned or unclaimed personal property in accordance with applicable provisions of the Texas Property Code.

This policy does not apply to lost and found property or student general deposits, which are governed by Texas Education Code §§ 51.213 and 54.5021, respectively.

III. DEFINITIONS

A. Abandoned Personal Property

Personal property held by the University for which there has been no owner contact or claim within the statutory dormancy period, and for which the owner’s existence or location is unknown. This includes items such as unclaimed wages, vendor payments, student refunds, and utility deposits, as defined under the Texas Property Code, Chapter 72.

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B. Presumed Abandoned Property

Personal property that meets the criteria under Texas Property Code § 72.101 and is considered abandoned after the applicable dormancy period has elapsed without a claim or act of ownership by the owner. The applicable periods are as follows:

1. One (1) year for unclaimed wages and utility deposits.
2. Three (3) years for unclaimed vendor payments and student refund checks.

C. Money Orders

Negotiable instruments issued for payment that are presumed abandoned after three (3) years if unclaimed by the owner, in accordance with the Texas Property Code.

D. Traveler's Checks

Prepaid negotiable instruments used as a substitute for cash that are presumed abandoned after fifteen (15) years if unclaimed by the owner, in accordance with the Texas Property Code.

E. Excluded Property

Items not governed by this policy, including lost and found property and student general deposits, which are regulated under Texas Education Code §§ 51.213 and 54.5021, respectively.

IV. POLICY PROVISIONS

- A.** Unclaimed wages are presumed abandoned if, for longer than one (1) year, the existence and location of the person to whom the wages are owed is unknown and a claim to the wages has not been filed with the university.
- B.** Unclaimed refund checks of utility deposits are presumed abandoned if a claim to the check has not been asserted or an act of ownership has not been exercised on the latest of: the first anniversary of the refund check date or the first anniversary of the last documented communication with the check owner.
- C.** Unclaimed vendor checks are presumed abandoned if, for longer than three (3) years, the existence and location of the person to whom the checks are owed is unknown and a claim to the check has not been filed with the university.
- D.** Unclaimed student refund checks and credits are presumed abandoned if, for longer than three (3) years, the existence and location of the person to whom the checks are owed is unknown and a claim to the refund check has not been filed with the university.
- E.** The cut-off date for establishing contact with the employee, vendor or student is June 30 of the reporting year.
- F.** All unclaimed property must be escheated to the state on or before November 1 of every year.

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- G.** The Texas Southern University General Accounting Office shall file a report and remit to the State Comptroller on or before November 1st of each year containing all property presumed abandoned as of June 30th of that year. This report shall contain details sufficient to make a proper accounting and remittance to the State Treasurer. The TSU General Accounting Office shall file a report each year, even if there is no reportable property.
 - H.** The general accounting office will retain records of unclaimed property for ten (10) years after the property has been reported.
 - I.** Escheated property reports are filed electronically via the internet, using the reporting software downloaded from the Texas Comptroller's website (window.state.tx.us).
 - J.** The remittance check is payable to the Texas Comptroller of Public Accounts-Unclaimed Property. Remittances for more than \$100,000 should be wired into the account. Wiring instructions are available on the website.