### Reporting

### Unclaimed Property Report (5.08.03)

**PURPOSE**

The purpose of this policy is to establish guidelines for filing the Unclaimed Property Report.

**POLICY**

Property which is in the University’s possession that has gone unclaimed or undelivered to the true owner for the statutory period of abandonment is classified as "unclaimed property". Examples of unclaimed property include operating checks unclaimed after five years and wages after one year. The Financial Analyst III in General Accounting is responsible for filing an Unclaimed Property Report and submitting the property to the State Treasurer’s Office on or before May 1 of each year. The report must be filed whether holding unclaimed property or not. The report should include any property held which belongs to another person or organization and is deemed abandoned at December 31 of the previous year under Tennessee Uniform Disposition of Unclaimed Property Act (TCA 66-29-101 through 66-29-159).

**REFERENCES**

State Treasurer’s Tennessee Uniform Disposition of Unclaimed Property Act Report Package  
Stale-Dated Checks Policy and Procedure #5.08.11  
TCA 66-29-101 through 66-29-159