I. Purpose:

Provide procedures to claim unclaimed property of the University of Rhode Island.

II. Responsibility:

The Controller's Office is responsible for the claiming of Unclaimed Property belonging to the University.

III. Procedure:

A. Departments notified by the State of Rhode Island or other states of unclaimed property should forward all relative documentation to the Office of the Controller.

B. The Controller’s Office will determine if the property is owed to the University.

C. If the property is owed to the University, paperwork will be filed according to the procedures.

D. The Controller’s Office will contact the department the property rightfully belongs to.