

University of Rhode Island
Unclaimed Property Procedures

ORIGINATOR: Office of Controller
DATE: January 1, 2009

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.