Texas Tech University Health Sciences Center

Property Inventory
Lubbock, Tx 79430-6209
(806)743-1688 ext 266

Memorandum

TO: Mary Adams
Coordinator
Facilities Operations and Maintenance
Texas Tech University Health Sciences Center at Odessa

FROM: Jerry Sparks
Property Manager

Date: March 9, 2004

SUBJECT: Disposal of State Property

Please remind all Faculty and Staff that they are not authorized to dispose of State Property. Any Department that has equipment to be disposed of should complete attachment A (TTUHSC OP 63.10) or Attachment H for untagged equipment. The form should be signed by the Chairperson for the department and forwarded to Department of Facilities Operations and Maintenance for processing and proper disposal of the equipment.

Property may be transferred from one department to another by completing Attachment E (TTUHSC OP 63.10). This form should be signed by the Department and sent to the Department of Facilities Operations and Maintenance for processing.

Adherence to this policy is essential to our efforts to maintain adequate control of our assets.