# 13 Property Custodian Responsibilities

Department property custodians have the responsibility to manage, control and account for all assets within their department ([OP 63.10](#)).

Visit the [Property Inventory System](#) or the [Property Management website](#) for more information.

Contact propertymanagement@ttuhsc.edu with questions.

## 01 Tagging
Ensure that property tags are affixed to equipment in a timely manner.

## 02 Location
Update the building/room location of assets in the Property Inventory System.

## 03 Certification
Complete an annual certification of departmental inventory in the Property Inventory System.

## 04 Transfers
Initiate/receive transfers in the Property Inventory System when equipment is moved from one department to another.

## 05 Missing & Stolen
Report missing or stolen property to Property Management in a timely manner.

## 06 Accessible
Ensure equipment is accessible at all times for audit purposes.

## 07 Custodian
Inform Property Management of changes in Property Custodian for the department.

## 08 Serial Number
Update the serial number of assets in the Property Inventory System.

## 09 Off Premises
Complete OP 63.10, Attachment D or approved alternative form for property that is temporarily removed from the department.

## 10 Negligence
Exercise reasonable care for equipment security. Negligence could result in financial responsibility for lost/stolen assets.

## 11 Surplus
Coordinate with the campus Surplus Property Manager for proper removal of equipment that is no longer needed.

## 12 Maintenance
Ensure equipment is in good working condition and equipment maintenance needs are met.

## 13 Business Purpose
Ensure that all equipment is used for approved TTUHSC purpose and not for personal gain.