



TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER

Operating Policy and Procedure

HSC OP: 63.10, **Property Management**

PURPOSE: The purpose of this Health Sciences Center Operating Policy and Procedure (HSC OP) is to define the scope of property management at Texas Tech University Health Sciences Center (TTUHSC).

REVIEW: This HSC OP will be reviewed on November 1 of every odd numbered year (ONY) by the Property Manager, the Director of General Services-Lubbock, Institutional Privacy Officer, and Institutional Information Security Officer, with recommendations for revisions forwarded to the Executive Vice President of Finance and Operations.

POLICY/PROCEDURE:

1. **Background.** As a state supported educational institution, TTUHSC must meet the requirements of the state Purchasing and General Services Act with regard to personal property. These requirements apply regardless of funding source. Additionally, if the property was acquired with non-state fund sources or by donations, the requirements associated with those funds or donations must be met. The inventory system at TTUHSC is subject not only to these requirements, but also to those of the State Auditor.
2. **Definitions.**
 - a. **Computing Device.** An all-inclusive term referring to, but not limited to, desktop computers, laptop computers, networks, terminals, tablets, and any other computer device that should be listed in the institutional property inventory.
 - b. **Confidential Information.** Please refer to [HSC OP 52.09, Confidential Information](#).
 - c. **Missing Property.** Property that is not unlawfully taken from its rightful owner but is absent from the department. Misplaced property is not considered missing. All efforts should be made to determine that the equipment is actually missing. Missing property requires the submission of a Removal/Change Status Request in the Property Inventory System (www.fiscal.ttuhscc.edu/propinv) but does not require a police report.
 - d. **Stolen Property.** Something unlawfully taken from its rightful owner. Stolen property requires the submission of a Removal/Change Status Request in the Property Inventory System (www.fiscal.ttuhscc.edu/propinv). A police report is also required.
3. **Property Inventory System.** The Property Inventory System (www.fiscal.ttuhscc.edu/propinv) provides listings of departmental property inventory. The system allows for changes to condition code, serial number and location codes for assets, transfers of property from one TTUHSC department to another, asset removal requests, as well as surplus pickup requests. The required annual certification of department inventory is also processed through the online system.
4. **Property Custodian Responsibilities.**
 - a. Department property custodians are employees of TTUHSC to whom property has been assigned and have the responsibility to manage, control and account for all assets within their department. Property custodian responsibilities are outlined in [12 Property Custodian Responsibilities](#) and include:

1. **Affix Tags** – Ensure that property tags are affixed to equipment in a timely manner.
 - i. Equipment is defined as an item of state property acquired or possessed with an expected life of one year or more or other property which, due to the nature of the asset, is required to be managed by the State (also referred to as controlled assets). For additional information, refer to [Guidelines for Capitalized and Controlled Items](#).
 - ii. Property tags are automatically generated when an invoice is processed against an account code that has been identified as a capital or controlled item account code. Tags are mailed to the departmental person designated by the Property Custodian. If a tag has not been created for equipment that has been received, check for the following:
 - 1) Was the appropriate account code entered on the PO?
 - 2) Has receiving information been entered in TechBuy?
 - 3) Has an invoice been processed for the item? The Encumbrance Detail Report located in Public Folders>HSC Finance>Encumbrances, Invoices and Checks in Cognos will confirm whether or not an invoice has been processed.
 - iii. Items classified as controlled assets (see [Guidelines for Capitalized and Controlled Items](#)) should generally be purchased through TechBuy. If there is a business purpose for obtaining a controlled asset utilizing a PCard, forward a deviation request to Purchasing before making the purchase. Purchasing will forward approved requests to Property Management. In addition, the FOAP allocation for the controlled asset purchase must reflect the appropriate account code for a controlled asset. Proper coding will ensure that Property Management receives notification of the purchase and will allow for issuance of an inventory tag for the item.
 - iv. Tracking of property costing less than \$5,000 and items not on the controlled asset list is the responsibility of the individual department. If a department desires to identify these items, generic TTUHSC tags can be requested by emailing PropertyManagement@ttuhsc.edu.
 - v. To add equipment that has been discovered, complete a [Request to Add Property to Department Inventory That Has Been Discovered](#) form.
 - vi. Capital or controlled items donated to TTUHSC must comply with the guidelines provided in [HSC OP 02.03, Acceptance of Gifts and Grants from Private Philanthropic Sources](#).
 - vii. Prior approval from Property Management is required when equipment is to be fabricated on campus and meets the criteria for capitalization (acquisition cost of \$5,000 or more and a useful life of at least one year), or as a controlled asset (defined in [Guidelines for Capitalized and Controlled Items](#)). For approval for fabrication, complete the [Fabrication of Equipment Authorization](#) form and submit to Property Management.
2. **Provide Location** – Update the building/room location of assets in the Property Inventory System.
 - i. The location of an asset is updated in the Property Inventory System.
 - ii. Items that do not have a building/room location will remain on the “Items Missing Information” report in the Property Inventory System. Annual inventory certifications cannot be submitted with assets on the “Items Missing Information” report.
 - iii. If equipment is located in a building or room that is not included in the Property Inventory System, complete the [Add Room Number\(s\) to Property Inventory System](#) form and forward to PropertyManagement@ttuhsc.edu.
3. **Complete Certification** – Complete an annual certification of departmental inventory in the Property Inventory System.
 - i. State law requires that a complete physical inventory be taken each year. This inventory will be taken by departmental personnel using the most recent listing from the Property Inventory System (www.fiscal.ttuhsc.edu/propinv).
 - ii. Annually, Property Custodians are required to agree to an attestation statement regarding their departmental inventory.

- iii. Annual inventory certifications cannot be submitted with assets on the “Items Missing Information” report.
- 4. **Manage Transfers** – Initiate/receive transfers in the Property Inventory System when equipment is moved from one department to another.
 - i. Property which is surplus to a department or activity may be transferred to another TTUHSC department by initiating an online transfer at www.fiscal.ttuhs.edu/propinv. The transfer will be made on a non-reimbursable basis unless the department administrator originating the transfer makes prior arrangements with the recipient for reimbursement. Any proposed reimbursement arrangement must have the prior approval of the Director of Accounting Services to ensure compliance with state rules and regulations.
 - ii. For transfers from another state agency, complete an [Interagency Property Transfer from a Texas State Agency](#) form and forward to PropertyManagement@ttuhsc.edu.
 - iii. For transfers to another state agency, submit a Removal/Change Status Request in the Property Inventory System at www.fiscal.ttuhs.edu/propinv.
 - iv. If a computing device or equipment containing electronic data is transferred, the originating department is responsible for making sure that all confidential information is destroyed prior to transfer and that all items have been removed. The originating department shall check all storage areas (i.e. file cabinets, drawers, enclosed areas, etc.) and remove all items contained therein, including confidential information.
 - v. If an item is transferred from a non-Texas university or agency, or a private institution, the department receiving the item must promptly notify Property Management by submitting a [Property Transfer from Non-Texas University or Agency, or Private Institution](#) form.
 - vi. If an item is transferred to a non-Texas university or agency, or a private institution, the department relinquishing the item must promptly notify Property Management by submitting a Removal/Change Status Request in the Property Inventory System at www.fiscal.ttuhs.edu/propinv.
 - vii. If a TTUHSC-owned vehicle of any type is transferred to another department, the transferring department will contact the Office of Vehicle Fleet Management (TTUHSC General Services, STOP 9012 or GeneralServices@ttuhsc.edu) for approval.
- 5. **Report Missing & Stolen** – Report missing or stolen property to Property Management in a timely manner.
 - i. Report missing property immediately to Property Management by submitting a Removal/Change Status Request in the Property Inventory System at www.fiscal.ttuhs.edu/propinv. Misplaced property is not considered missing. Make every effort to determine that the equipment is actually missing. If missing property is a computing device, immediately notify the Institutional Information Security Officer (ISO) or the Institutional Privacy Officer (IPO) via email at IT.security@ttuhsc.edu or Compliance@ttuhsc.edu.
 - ii. Missing property may be written off as lost only after that property cannot be located for a minimum of two physical inventories and/or two calendar years from the date that it was reported missing. The items will remain on the “Missing Property” report in the Property Inventory System until they are either located or written off.
 - iii. Stolen property must be reported to either the Texas Tech Police Department or the local Police Department immediately after the theft is noticed. If stolen property is a computing device, immediately notify the Institutional ISO or the IPO. Complete and submit a Removal/Change Status Request in the Property Inventory System at www.fiscal.ttuhs.edu/propinv.
 - iv. Items identified as stolen will appear on the “Lost and Stolen Property” report in the year that the item is reported as stolen.

- v. Report Federal property that is missing or stolen to Property Management in the same manner as state property. The Removal/Change Status Request will forward the information to the Federal Property Administrator for responsibility determination.
6. **Update Custodian** – Inform Property Management of changes in Property Custodian for the department.
- i. The head of each department is responsible for all property assigned to the department and should identify an individual to serve as Property Custodian. The Property Custodian is responsible for managing, controlling and accounting for all assets within the department.
 - ii. When a change to a Property Custodian is necessary, complete the [Property Custodian/Tags Received By Change Request](#) and forward to PropertyManagement@ttuhsc.edu.
 - iii. The Property Custodian should identify the person in their department who will receive the property inventory tags from Property Management. For changes to this contact, complete the [Property Custodian/Tags Received By Change Request](#) and forward to PropertyManagement@ttuhsc.edu.
 - iv. The Property Custodian may assign one or more departmental delegates.
7. **Enter Serial Number** – Update the serial number of assets in the Property Inventory System.
- i. Update the serial number for an asset in the Property Inventory System.
 - ii. Items that do not have a serial number will remain on the “Items Missing Information” report in the Property Inventory System. Annual inventory certifications cannot be submitted with assets on the “Items Missing Information” report.
8. **Track Off Premises** – Complete the Offsite Property Request for property that is temporarily removed from the department.
- i. TTUHSC owned and controlled equipment should not be removed from the premises of TTUHSC. In the event a tagged item of equipment needs to be removed from a TTUHSC facility to an employee’s personal residence or other like facility to accomplish TTUHSC work or business “at home,” complete the Offsite Property Request in the Property Inventory System.
 - ii. Departments must account for all offsite equipment annually through the annual inventory certification process. The equipment can either be returned to the authorized location for verification, or the employee can utilize the scanning functionality provided in the Property Inventory System to verify.
9. **Avoid Negligence** – Exercise reasonable care for equipment security. Negligence could result in financial responsibility for missing, stolen, damaged or destroyed assets.
- i. When state property is missing, stolen, damaged or destroyed and there is reasonable cause to believe that the loss, damage or destruction to the property was through the negligence or fault of any state official or employee, a demand may be made upon such state official or employee for reimbursement to the state for the loss so sustained.
10. **Remove Surplus** – Coordinate with the campus Surplus Property Manager for proper removal of equipment that is no longer needed.
- i. Property that becomes surplus, obsolete, or uneconomically repairable will be disposed of under the control of the Surplus Property Manager. Refer to [HSC OP 63.11, Disposal of Surplus, Obsolete, or Uneconomically Repairable Inventory](#) for more information.
 - ii. Refer to [How to Transfer Items to Surplus](#)
 - iii. When final disposition method is determined, a Removal Request will be completed by the appropriate Surplus Property Manager in the Property Inventory System for removal of the item from the Property Inventory System unless another method of notification has been approved by Property Management.

11. **Confirm Condition** – Confirm that the condition code in the Property Inventory System accurately reflects the condition of the equipment.
12. **Ensure Business Purpose** – Ensure that all equipment is used for approved TTUHSC purpose and not for personal gain.
 - i. Equipment owned by TTUHSC, or that is the responsibility of TTUHSC, shall not be used for personal purposes.
 - ii. Refer to [HSC OP 61.01, Use of TTUHSC Facilities, Equipment, Supplies, and Services for Private Purposes Prohibited](#).

5. Trade-in of Equipment

- a. Equipment that has become inadequate for the needs of a department may be used as a trade-in toward the purchase of new equipment when the Property Custodian determines that such action is in the best interest of TTUHSC. The department must complete a Removal/Change Status Request in the Property Inventory System (www.fiscal.ttuhsc.edu/propinv) for equipment indicating that the equipment will be 'Trade In Property'. All fields must be completed. To have the equipment deleted from inventory, the department must add a Pickup Date to the Removal/Change Status Request when the item has been removed from the department.

In the event the equipment is a computing device that contains confidential information in electronic media, the department should email ITSolutions@ttuhsc.edu to request hard drive removal from a machine prior to trade-in.

If a TTUHSC vehicle of any type is to be traded toward another vehicle and is to be deleted from inventory, the department making the trade will comply with the guidelines provided in HSC OP 63.03, Vehicle Fleet Management Program and [HSC OP 63.07, Vehicles – Inscription and Painting](#). Departments must work with the Office of Vehicle Fleet Management (TTUHSC General Services, STOP 9012 or GeneralServices@ttuhsc.edu) on all vehicle transactions.

6. Donated Vehicles

Motor vehicles donated to TTUHSC must comply with all the standards set forth in [HSC OP 63.03 Vehicle Fleet Management Program](#) and [HSC OP 02.03 on Acceptance of Gifts and Grants from Private Philanthropic Sources](#). Acceptance of the vehicle is subject to approval by the State Office of Vehicle Fleet Management.

7. Leased Computing Devices and Equipment

It is the department's responsibility to remove any electronic data containing confidential information before returning computing devices or equipment under terms of the lease agreement.

8. Equipment Purchased from Sponsored Projects Funds

Refer to [HSC OP 72.04, Equipment Purchased for Sponsored Federal Projects](#).

9. Replacement of Missing, Stolen, Damaged or Destroyed Property

Departments must replace missing, stolen, damaged or destroyed property from their own departmental funds.

10. Additional Information and Changes to Departmental Inventory

To request changes to departmental inventories, or for additional information on processes and procedures, access the [Forms Center](#) or the [Training Center](#).