Department property custodians have the responsibility to manage, control and account for all assets within their department per OP 63.10, Property Management. Visit the Property Inventory System or the Property Management website for more information.

For questions, contact Property Management at propertymanagement@ttuhsc.edu

13 Property Custodian Responsibilities

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.