

TIPS

from Business Affairs

13 Property Custodian Responsibilities

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

01
Tagging

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

08
Serial Number

Update the serial number of assets in the Property Inventory System.

02
Location

Update the building/room location 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.

03
Certification

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

10
Negligence

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

04
Transfers

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

11
Surplus

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

05
Missing & Stolen

Report missing or stolen property to Property Management in a timely manner.

12
Maintenance

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

06
Accessible

Ensure equipment is accessible at all times for audit purposes.

13
Business Purpose

Ensure that all equipment is used for approved TTUHSC purpose and not for personal gain.

07
Custodian

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

 **TEXAS TECH UNIVERSITY
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Property Management

