

TIPS

from Business Affairs



TEXAS TECH UNIVERSITY
HEALTH SCIENCES CENTER™

Property Custodians - What's In Your Departmental Inventory Listing?

Over the next several months, TTUHSC Property Management personnel will conduct on-site spot checks of departmental inventories. An email will be sent to the property custodian several days before a scheduled visit. The property custodian should designate someone to walk Property Management personnel through their department to locate the items on the Departmental Inventory Listing report.

PROPERTY INVENTORY

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HSC Home ► Finance & Administration ► Property Inventory ►

Select Report

Below is a list of Organizations within the Department and a list of reports available. Select an Organization and then select the report you wish to view. Click the 'Go To Report' button to proceed.

Edit assets or **Transfer** an asset by choosing the Departmental Inventory or Items Not Yet Tagged report.

You are authorized to view inventory for more than one chart of account and department. To change charts and/or departments, choose a different chart and/or department from the list below, and click Change Dept.

H ▼ Finance Systems Mgmt Lbk ▼ Change Dept.

Organizations for Finance Systems Mgmt Lbk (20119):	Available Reports:
<input checked="" type="radio"/> 201193 - Finance Systems Mgmt Lbk	<input checked="" type="radio"/> Departmental Inventory Listing (includes ability to edit and transfer)
	<input type="radio"/> Items Not Yet Tagged (includes ability to edit and transfer)
	<input type="radio"/> Missing Property
	<input type="radio"/> Lost and Stolen Property
	<input type="radio"/> Annual Certification

Go To Report

The property custodians are responsible for the accuracy of their departmental inventory and should verify their Departmental Inventory Listing report prior to their scheduled visit. All departmental equipment must be tagged and updated in the Property Inventory System for the condition, serial number and location.

A report of the results of the site-visit will be emailed to the custodian shortly after the visit and all departmental results will be compiled into a final single report for senior management.

Relevant Links:

[Property Inventory System](#)

[Property Inventory Help](#)

[HSC OP: 63.10, Property Management](#)

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

