

12 Property Custodian Responsibilities

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

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

Contact PropertyManagement@ttuhsc.edu with questions.

01
Affix
Tags

Affix property tags to equipment in a timely manner.

07
Enter Serial
Number

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

02
Provide
Location

Provide the building/room location of assets in the Property Inventory System.

08
Track Off
Premises

Initiate a Status Change Request in the Property Inventory System and select Offsite Property to track property that is temporarily removed from the department.

03
Complete
Certification

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

09
Avoid
Negligence

Exercise reasonable care for equipment security to avoid negligence, which could result in financial responsibility for lost/stolen assets.

04
Manage
Transfers

Manage (initiate/receive) transfers in the Property Inventory System when equipment is moved from one department to another.

10
Remove
Surplus

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

05
Report
Stolen
& Missing

Initiate an Item Removal/Status Change request in the Property Inventory System for Stolen or Missing equipment.

11
Confirm
Condition

Confirm that the condition code in the Property Inventory System accurately reflects the condition of the equipment.

06
Update
Custodian

Inform Property Management of updates to the Property Custodian for the department.

12
Ensure
Business
Purpose

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