

# 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](mailto: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.