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.

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

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

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

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

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

07 Enter Serial Number
Enter the serial number 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.

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

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

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

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