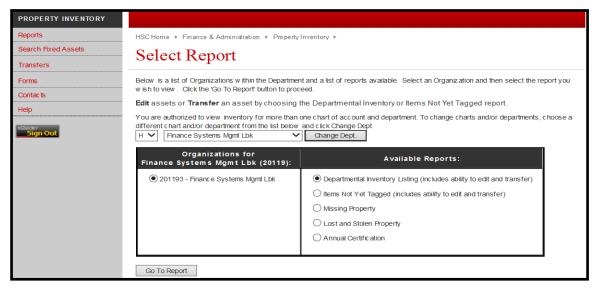
TIPS

from Business Affairs



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.



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.

