

Hot Topics

TEXAS TECH UNIVERSITY
HEALTH SCIENCES CENTER
Business Affairs

from Business Affairs

FY 21 Inventory Certification

February 2021

New Updates for the **NEW** NORMAL

The deadline for the FY 20 Annual Certification of Departmental Inventory was extended many times during the past year. As the starting date for the FY 21 Annual Certification cycle approaches, the decision was made to waive the requirement for completion of any outstanding FY 20 certifications.

The FY 21 inventory certification opens on March 1, 2021 and must be completed in the Property Inventory System by April 30th.

Remote Workers

Due to the pandemic, the number of employees utilizing institutional equipment from home as Remote Workers increased greatly over the past year. To assist with tracking equipment used at home, new location codes were added to the Property Inventory System. Select the "Remote Worker" building for your campus and the "Remote Worker" room for your campus will default.

Temporary Use of Property Authorization Form

When the Remote Worker location is used for an asset, complete the Temporary Use of Property Authorization Form ([HSC OP 63.10, Attachment D](#)) to record where the equipment is located and identify the employee who is responsible for the equipment. You can use one form to record multiple items located at the same address. Only tagged equipment that is listed in the Property Inventory System should be included on the form.

Equipment being used at home should be returned annually to the authorized location so that it can be accounted for during the annual inventory certification process. If the equipment cannot be safely returned to the authorized location, provide a photo of the inventory tag to the property custodian for your department.

Coming Soon: New Notes Field

A new Notes field will be added to the Property Inventory System to allow users to enter information that will help locate or identify an item. More details to follow.



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

