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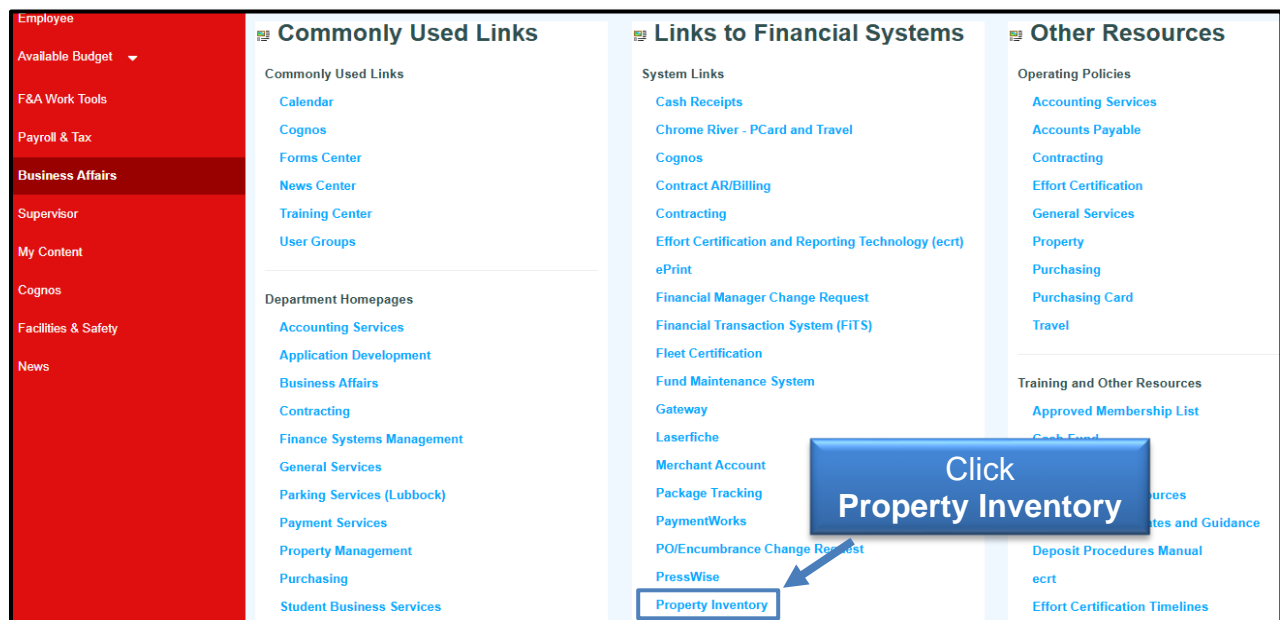
[HSC OP 63.10, Property Management](#), defines the scope of property management at TTUHSC, and provides the policy and procedures to manage, control and account for all institutional property at TTUHSC.

State law requires that a complete physical inventory be conducted each year. This inventory, or Annual Certification, will be completed by the departmental Property Custodian, Delegate and other departmental personnel using the most recent listing from the Property Inventory System. The inventory process will occur over a two-month period in the spring of each year. Email notifications will be sent to Property Custodians and Delegates.

How to Access the Property Inventory System

The Property Inventory System can be accessed from:

- [Property Inventory System](#)
- [WebRaider portal](#) > Business Affairs tab > Links to Financial Systems > Property Inventory



The Property Inventory System may also be accessed through the [F&A Work Tools](#) tab and the [Property Management webpage](#).

Navigation Menu Bar

The primary method of navigating within the system is using the navigation menu bar along the top of the page. The navigation menu bar is on every page of the application, allowing you to move from one page to another quickly.

Inventory

View/Edit/Transfer/Remove

View/Edit

[Property Inventory Page](#) (Click to return to TOC)

The application opens to the Property Inventory page and will default to your home department. If you are authorized to view inventory for more than one department/organization, change departments/organizations by selecting a different department and organization from the drop-down lists. The department/organization selected will be displayed on the page.

Property Inventory

Inventory Search Forms Help Contacts

Finance & Administration / Property Inventory

Property Inventory

☒ View, Edit, Transfer, Remove Inventory ☐ Annual Certification

Department: TTUHSC General Services Lbk - 20116

Organization: General Services Lbk - 20116

Department Inventory: All Property

Custodian: Debra Cate Delegate(s): None

Transfer Remove/Change Status ?

Annual Certification Scan

Scan with Barcode Scanner

Scan with Camera

☐ Edit Asset On Scan

Tag Number	Trf/Rem	Condition	Type	Status	Description	PO	Manufacturer	Model	Serial Number	Room	Acquired Date	Amount
H116513		N	CA		Apple MacBook Pro 16 M3 Pro Laptop				C7K6942FXF	1000 TTUHSC 3601 4th	10/31/2024	\$3,518.99

[Department Inventory Reports](#) (Click to return to TOC)

Help Icon – Hover on the Help icon (blue circle with a question mark) located next to the Transfer button for a brief explanation of an element or process on the report page.

All of the department inventory reports are available by selecting the report from the **Department Inventory** drop-down list. The inventory listing can be sorted by column headers and the reports are exportable to PDF or Excel by selecting the corresponding icon.

All updates and changes must be entered and reflected on the department inventory reports before the Annual Certification can be completed.

Property Inventory Help

The screenshot shows the 'Property Inventory' web application. At the top, there's a navigation bar with 'Inventory', 'Search', 'Forms', 'Help', and 'Contacts'. Below this, a breadcrumb trail shows 'Finance & Administration / Property Inventory'. The main heading is 'Property Inventory'. There are two tabs: 'View, Edit, Transfer, Remove Inventory' (selected) and 'Annual Certification'. Below the tabs, there are filters for 'Department' (TTUHSC), 'Organization' (General Services Lbk - 20116), and 'Department Inventory' (All Property). A 'Transfer' button is visible. A blue box labeled 'Select Report' points to the 'All Property' dropdown. Another blue box labeled 'Hover over Help icon' points to a question mark icon. A third blue box labeled 'Reports are exportable to PDF or Excel' points to PDF and Excel icons. Below these, a table lists inventory items. The first item is an Apple MacBook Pro 16 M3 Pro Laptop with tag number H116513.

Tag Number	Trf/Rem	Condition	Type	Status	Description	PO	Manufacturer	Model	Serial Number	Room	Acquired Date	Amount
H116513		N	CA		Apple MacBook Pro 16 M3 Pro Laptop				C7K6942FXF	1000 TTUHSC 3601 4th	10/31/2024	\$3,518.99

All Property

This report lists all property that is tied to the selected department/organization and includes a Status column that is populated with Missing for items that have been reported as missing and Offsite for items that are temporarily removed from the department. The Offsite User Name and Offsite User ID are listed on the excel report for items identified as Offsite through the Property Inventory System. Items missing information (serial number and or location) are highlighted in red. The report should be reviewed and updated on an ongoing basis. Verification includes verifying the Condition, Serial Number, and the Building and Room location of the asset. These fields, as well as the Notes field, can be edited to reflect current information. To edit an item, click the red **Tag Number**.

The screenshot shows a close-up of the inventory table. A blue box labeled 'Click red Tag Number' points to the red tag number H116513. The table has columns for Tag Number, Trf/Rem, Condition, Type, Status, Description, PO, Manufacturer, Model, Serial Number, Room, Acquired Date, and Amount. The first row is for tag number H116513, an Apple MacBook Pro 16 M3 Pro Laptop. The second row is for tag number H116270, an SMSL-100 Smart Slitter New.

Tag Number	Trf/Rem	Condition	Type	Status	Description	PO	Manufacturer	Model	Serial Number	Room	Acquired Date	Amount
H116513		N	CA		Apple MacBook Pro 16 M3 Pro				C7K6942FXF	1000 TTUHSC 3601 4th St Lbk BC351	10/31/2024	\$3,518.99
H116270		N	CE		SMSL-100 Smart Slitter New	P1095531			032004	1000 TTUHSC	8/31/2024	\$101,902.00

To edit the condition of the asset, click the drop-down arrow in the Condition field and select from **New**, **Good**, **Fair**, or **Poor**.

- **New** – This condition is assigned by Property Management when the inventory tag is issued and the property is in excellent condition.

Property Inventory Help

- **Good** – Somewhat used or reconditioned property that, while still in useable condition, is slightly shopworn, soiled or otherwise precluded from being considered “new”. The condition of the property does not impair the utility of the property.
- **Fair** – Property that is soiled, shopworn, rusted, deteriorated or damaged to the extent that utility is slightly impaired, or reconditioned property that has been repaired or renovated but has since deteriorated and which needs or may need additional repair or renovation in the near future.
- **Poor** – Property so badly broken, soiled, rusted, mildewed, deteriorated or damaged that its utility is seriously impaired, or property that has been repaired or renovated but has since seriously deteriorated due to factors such as major wear and tear, corrosion or exposure to weather.

To edit the serial number, enter the correct serial number in the textbox. It is important to note that the serial number must be entered as the serial number assigned by the manufacturer. **Do not enter any other information in this field. Placing other information in this field renders the asset unsearchable.**

To edit the room location, first select the correct **Building** from the drop-down list. After the correct building is selected, select the correct **Room** number. If the room number is not available, complete the [Add Room Number\(s\) to Property Inventory System](#) form.

The Asset Note field allows users to enter information that will help locate or identify an item. Enter, edit, or remove the information in the Note field. You can view the note by clicking the yellow sticky note next to the asset number on the Department Inventory Reports. The asset notes are also included when the inventory listing is exported to PDF or Excel.

To cancel the changes for an item, click **Cancel**. After all the changes are complete, click **Save**. Selecting **Save** completes the process and updates the information in the Property Inventory System.

The screenshot shows the 'Edit Property' form in the Property Inventory System. The form is titled 'Edit Property' and contains the following fields:

- Tag Number: H116513
- Type: CA
- Model:
- Purchase Order:
- Description: Apple MacBook Pro 16 M3 Pro Laptop
- Condition: New (dropdown)
- Building: H1000 - TTUHSC 3601 4th St Lbk (dropdown)
- Note:
- Serial Number: C7K6942FXF
- Room: 1000 TTUHSC 3601 4th St Lbk BC: (dropdown)
- Documents: No Documents Found

A blue callout box with the text 'Edit Condition, Building, Note, Serial Number, Room' points to the Condition, Building, Note, Serial Number, and Room fields. Another blue callout box with the text 'Click Save' points to the Save button. The background shows a list of inventory items with columns for Tag Number, Description, Amount, and Date.

Property Inventory Help

Items Missing Information

The **Items Missing Information** report displays a list of inventory items from the selected organization that require a serial number and/or room location. This report should be reviewed and updated on an ongoing basis and all missing information should be completed before submitting your Annual Certification. To edit an item, click the red **Tag Number**.

The screenshot shows the 'Property Inventory' system interface. At the top, there is a navigation bar with links for Inventory, Search, Forms, Help, and Contacts. Below this, a breadcrumb trail indicates the current location: Finance & Administration / Property Inventory. The main content area is titled 'Property Inventory' and features two tabs: 'View, Edit, Transfer, Remove Inventory' (selected) and 'Annual Certification'. Below the tabs, there are filter fields for 'Department' (TTUHSC) and 'Organization' (Cancer Research Lab Equip Pedi Lbk - 51). A blue callout box with an arrow points to the 'Department Inventory' dropdown menu, which is currently set to 'Items Missing Information'. The text 'Select Items Missing Information' is written inside this callout. Below the filters, there are buttons for 'Transfer' and 'Remove/Change Status'. A table of inventory items is displayed below these buttons. The table has columns for Tag Number, Trf/Rem, Condition, Type, Status, Description, PO, Manufacturer, Model, Serial Number, Room, Acquired Date, and Amount. Three items are listed, each with a red 'Tag Number' in the first column. A blue callout box with an arrow points to the first red tag number, H116382, with the text 'Click Tag Number'.

Tag Number	Trf/Rem	Condition	Type	Status	Description	PO	Manufacturer	Model	Serial Number	Room	Acquired Date	Amount
H116382					ell Latitude 7450 CTO Laptop	P1145647					10/15/2024	\$1,650.00
H116383					ell Latitude 7450 CTO Laptop	P1145647					10/15/2024	\$1,650.00
H116390					ell OptiPlex Small Form Factor (7020) Desktop	P1145647					10/15/2024	\$910.00

To edit the serial number, enter the correct **serial number** in the textbox. It is important to note that the serial number must be entered as the serial number assigned by the manufacturer. **Do not enter any other information in this field. Placing other information in this field renders the asset unsearchable.**

To edit the room location, first select the correct **Building** from the drop-down list. After the correct building is selected, select the correct **Room** number. If the room number is not available, complete the [Add Room Number\(s\) to Property Inventory System](#) form.

To cancel the changes for an item, click **Cancel**. After all the changes are complete, click **Save**. Selecting **Save** completes the process and updates the information in the Property Inventory System.

Property Inventory Help

The screenshot shows the 'Edit Property' form with the following fields and annotations:

- Tag Number:** H116390
- Amount:** \$910.00
- Type:** CA
- Model:** (empty)
- Purchase Order:** (empty)
- Description:** (empty)
- Condition:** New
- Building:** -- Select Building -- (Annotation: **Select Building & Room** with an arrow pointing to this dropdown)
- Room:** -- Select Room -- (Annotation: **Enter Serial Number** with an arrow pointing to this dropdown)
- Serial Number:** (empty)
- Note:** (empty)
- Documents:** No Documents Found
- Buttons:** Click Save (Annotation: **Click Save** with an arrow pointing to the Save button)

The system will not allow you to submit the Annual Inventory Certification with assets on the Items Missing Information report. The error below will display.

The screenshot shows an error message box with the following text:

Submit Not Allowed

One or more assets in the department has missing information. Please enter the missing information before submission.

Ok

Missing Property

If there are inventory items that are on the All Property report that cannot physically be located, these items must be reported as missing. Due diligence must be made to locate the items before reporting them as missing.

Before the Annual Certification is submitted, all items that were not found during the review must appear on the Missing Property report.

- For items already on the report because they were reported as missing in previous inventory cycles and are still missing, no further action is required.
- For items identified as missing in the current review that are not already on the report, check the **Trf/Rem** box located on the line item of the missing asset and then click the **Remove/Change Status** button. Select **Missing Property** from the **Type** drop-down list. Enter **Details** related to the missing item and complete the **Negligence Statement** and then click **Save**. The request will be forwarded to the Property Custodian and Delegate(s) for approval and submission. When the Property Custodian or Delegate submit, the request will route to Property Management for final approval. After final approval, the item will appear on the

Property Inventory Help

Missing Property report and will remain in the department's inventory for two years before being written off as lost. "Missing" will appear in the Status column on the All Property report.

The screenshot shows a web form titled "New R" with several sections and annotations:

- Select Missing Property:** A blue box with an arrow pointing to the "Type" dropdown menu, which currently shows "Missing Property".
- Enter Details:** A blue box with an arrow pointing to the "Details" text area.
- Complete Negligence Statement:** A blue box with an arrow pointing to the "Negligence Statement" section. This section contains the text: "Our investigation of the circumstances surrounding the property listed indicates reasonable cause to believe that the loss of this property ☐ was ☐ was not through the negligence of the person(s) charged with the care and custody of this property."
- Click Save:** A blue box with an arrow pointing to the "Save" button at the bottom right of the form.

Other visible elements include a "Scan with Camera" button, an "Edit Asset On Scan" checkbox, and a table of assets to remove.

PTag	Desc Room	PO Serial	Manufacturer Model	Amt Acquired
H116390	Dell OptiPlex Small Form Factor (7020) Desktop	P1145647		\$910.00 10/15/2024

- For items reported in previous inventory cycles that were located during the current review, check the **Trf/Rem** box located on the line item of the found asset and then click the **Remove/Change Status** button. Select **Missing Property Return** from the **Type** drop-down list. The Property Custodian/Delegate will verify the items returned are in good condition with a legible tag affixed and ensure building and room information is updated.

Property Inventory Help

New Removal/Status Change

Type: Missing Property Return

Details: [Text Field]

Date Returned: 1/24/2025

Location Details: Building: --Select Building-- Room: [Text Field]

Acknowledgement: *The Property Custodian will verify that the items listed below have been returned in good condition with legible tags affixed. Property Custodian is also responsible for ensuring that building and room information is updated to appropriately reflect the new location of the missed items.

Scan with Camera

☐ Edit Asset On Scan

Assets to Remove

Highlighted PTags are already missing, lost, or deleted in Banner
**Red text indicates an offsite asset

PTag	Desc	Room	PO	Serial	Manufacturer	Model	Amt	Acquired
H116390	Dell OptiPlex Small Form Factor (7020) Desktop		P1145647				\$910.00	10/15/2024

Click Save

Save Cancel

Please allow 3 to 5 business days for Property Management to process the removal request. **The missing items must appear on the report before proceeding with the Certification Process.**

Make every attempt to locate all missing items.

Stolen Property

To report stolen property, check the **Trf/Rem** box located on the line item of the missing asset and then click the **Remove/Change Status** button. Select **Stolen Property** from the **Type** drop-down list. Enter **Details** related to the stolen item, complete the **Negligence Statement**, attach the **Police Report**, and then click **Save**. The removal request will be forwarded to the Property Custodian and Delegate(s) for approval and submission. When the Property Custodian or Delegate submits, the request will route to Property Management for final approval. After final approval, the item will be removed from the department's inventory and will appear on the Stolen Property report.

If items on this list have been located, please notify Property Management at PropertyManagement@ttuhsc.edu.

Transfer

Initiate Transfer (Click to return to TOC)

To initiate a transfer to another department within TTUHSC, check the **Trf/Rem** box located on the line item of the asset to transfer and then click the **Transfer** button.

Property Inventory Help

Before initiating the transfer, ensure that the transferred item has a location code assigned in the Room field. The transfer request will fail if this field is blank.

The screenshot shows the 'Property Inventory' interface. At the top, there are tabs for 'View, Edit, Transfer, Remove Inventory' (selected) and 'Annual Certification'. Below the tabs, there are dropdown menus for 'Department' (TUHSC), 'Organization' (Purchasing Lbk - 20118), and 'Room' (Purchasing Lbk - 201181). A blue box labeled 'Click Transfer' points to the 'Transfer' button. Below the buttons, there is a table with columns: Tag Number, Trf/Rem, Condition, Type, Status, Description, PO, Manufacturer, Model, Serial Number, Room, Acquired Date, and Amount. The first row shows Tag Number H116302, Trf/Rem checked, Condition N, Type CA, Status Dell OptiPlex Small Form Factor, PO P1156755, Manufacturer 8NGZ44, Model F35SZ44, Serial Number 1202 TTMCSW, Room MOB Quaker Lbk 200L, Acquired Date 9/20/2024, and Amount \$910.00. A blue box labeled 'Check Trf/Rem Box' points to the 'Trf/Rem' checkbox in the first row. The second row shows Tag Number H116303, Trf/Rem unchecked, Condition N, Type CA, Status Dell OptiPlex Small Form Factor, PO P1156755, Manufacturer 8NGZ44, Model 8NGZ44, Serial Number 1202 TTMCSW, Room 1202 TTMCSW, Acquired Date 9/20/2024, and Amount \$910.00.

The Transfer page will be pre-populated in the left box with the Tag Number, Description, current Orgn and Room of the asset selected to transfer. Displayed in the right box are drop-down lists to select the new **Department, Orgn, Building** and **Room** for the transfer. Department, Orgn and Transfer Reason are required for submission. The Building and Room may be entered but are not required for submission. Click **Save** to initiate the transfer.

The screenshot shows the 'Transfer Reason' dialog box. It has a table with columns: Id, Asset, Organization, and Room. The first row shows Id H116302, Asset Dell OptiPlex Small, Organization 201181, and Room C200L. Below the table, there are dropdown menus for 'Department' (labeled 'Select Department and Organization'), 'Organization' (labeled 'Enter Transfer Reason'), 'Building' (labeled 'Click Save'), and 'Room' (labeled 'Click Save'). There is also a 'Transfer Reason' text field. A blue box labeled 'Click Save' points to the 'Save' button at the bottom right.

A confirmation screen will appear indicating the transfer has been successfully submitted. The transfer number will be provided. The Property Custodian and all Delegates of the receiving department will receive an automated email indicating that the transfer request needs their approval. A Pending Transfer notice will appear on the

Property Inventory Help

Inventory page of the Property Custodian and all Delegates that a transfer needs approval.

[Transfer to Surplus](#) (Click to return to TOC)

The department must initiate the transfer to the Surplus Property Department for their respective campus. Check the **Trf/Rem** box located on the line item of the asset to transfer and then click the **Transfer** button.

The screenshot shows the 'Property Inventory' page with the 'View, Edit, Transfer, Remove Inventory' tab selected. A blue box labeled 'Click Transfer' points to the 'Transfer' button. Another blue box labeled 'Check Trf/Rem Box' points to the 'Trf/Rem' checkbox in the table row for asset H116302. The table has columns: Tag Number, Trf/Rem, Condition, PO, Manufacturer, Model, Serial Number, Room, Acquired Date, and Amount. The row for H116302 shows a 'Dell OptiPlex Small Form Factor (7020) Desktop' with PO P1156755, Model F35SZ44, Room 1202 TTMCSW MOB, and Amount \$910.00.

The Transfer page will be pre-populated in the left box with the Tag Number, Description, current Orgn and Room of the asset selected to transfer. Check the **Transfer to Surplus** box and select the appropriate **Campus** from the drop-down list. The information for Department, Organization, Building, and Room will auto-populate. Add a **Transfer Reason** and click **Save**.

The screenshot shows the 'Transfer' page with the following annotations:

- A blue box labeled 'Check Transfer to Surplus' points to the 'Transfer to Surplus' checkbox, which is checked.
- A blue box labeled 'Select Campus' points to the 'Campus' dropdown menu, which is open and shows a list of campuses including TTUHSC - Abilene/Dallas, TTUHSC - Amarillo, TTUHSC - Amarillo (Computers), TTUHSC - Lubbock, TTUHSC - Managed Health, and TTUHSC - Odessa.
- A blue box labeled 'Enter Transfer Reason' points to the 'Transfer Reason' text input field.
- A blue box labeled 'Click Save' points to the 'Save' button.

 The left sidebar shows the asset details: Id H116302, Asset Dell OptiPlex Small Form Factor (7020) Desktop, Organization 201181, and Room C200L.

Property Inventory Help

[How to Transfer Items to Surplus](#) outlines the surplus process.

All TTUHSC departments must review and follow the Information Technology (IT) Division's Disposal and Surplus of Information Resources procedure.

Remove/Change Status

There are two ways to initiate the removal or change the status of an item from your departmental inventory from the Property Inventory page.

1. Check the **Trf/Rem** box located on the line item of the asset to remove and then click the **Remove/Change Status** button.
2. Click the **Remove/Change Status** button without selecting any assets.

The screenshot shows the 'Property Inventory' web application. At the top, there are tabs for 'View, Edit, Transfer, Remove Inventory' (selected) and 'Annual Certification'. Below the tabs, there are buttons for 'Click Remove/Change Status' and 'Annual Certification Scan' (with sub-buttons 'Scan with Barcode Scanner' and 'Scan with Camera'). A checkbox for 'Edit Asset On Scan' is also present. The main area displays a table of assets. The first asset is highlighted, and a blue box labeled 'Check Trf/Rem Box' points to the 'Trf/Rem' checkbox, which is checked. Another blue box labeled 'Click Remove/Change Status' points to the 'Remove/Change Status' button. The table has columns for Tag Number, Trf/Rem, Condition, PO, Manufacturer, Model, Serial Number, Room, Acquired Date, and Amount. The first asset has Tag Number H116302, PO P1156755, Model F35SZ44, Room 1202 TTMCSW MOB, and Amount \$910.00.

Tag Number	Trf/Rem	Condition	PO	Manufacturer	Model	Serial Number	Room	Acquired Date	Amount
H116302	<input checked="" type="checkbox"/>		P1156755		F35SZ44		1202 TTMCSW MOB	9/20/2024	\$910.00

If specific assets are selected, the New Removal/Status Change page will be pre-populated with the Tag Number, Description, PO Number, Manufacturer, Amount, Room, Serial Number, Model, and Acquired Date for the asset selected.

If no assets are selected, click the **Scan** button and then scan the barcode of assets to be removed or changed. As items are scanned, information will populate in the Assets section of the New Removal/Status Change page.

Select the **Type** from the drop-down list.

[Remove](#) (Click to return to TOC)

- **Interagency Property Transfer** – Select this option for transfers to another Texas State Agency. A link to a List of State Agencies is included.
- **Non Texas Inst Property Transfer** – Select this option for transfer to any institution that is not a Texas State Agency. These transfers are often related to the transfer of a grant when the PI is moving to another institution. In this case,

Property Inventory Help

enter the Grant ID so that the Office of Sponsored Programs can approve the transfer of the equipment based on agreements with the granting agency.

- **Stolen Property** – Select this option for items that were stolen. Completion of the Negligence Statement and Details related to the stolen item(s) is required. A copy of a Police Report is also required.
- **Trade In Property** – Select this option when you are receiving trade in value for an older asset when purchasing a new asset. Include the Requisition Number and product information for the new item, as well as the Applied Trade-In amount received for the old item. The Pick Up Date should be the date that the old item is removed from the department. The request can be saved and forwarded to the Property Custodian/Delegate without the Pick Up date, but the Property Custodian/Delegate cannot Sign and Submit the request until the items are removed from the department and the Pick Up Date has been entered.

When the appropriate fields are complete for each removal type, click **Save** to forward to the Property Custodian/Delegate for review and submission. The Property Custodian and Delegate will receive an email indicating that they have pending removal requests to submit. A Pending Removal notice will appear on the Inventory page of the Property Custodian and all Delegates indicating that a removal request needs to be signed.

[Change Status](#) (Click to return to TOC)

- **Missing Property** – Use this option to designate items that are missing. Completion of the Negligence Statement and Details related to the missing item(s) is required. Items approved as missing will remain on your inventory for two years before being removed as lost.
- **Missing Property Return** – Use this option when items marked as Missing are found. The Property Custodian/Delegate will verify the items returned are in good condition with a legible tag affixed and ensure building and room information is updated.
- **Offsite Property** – use this option for an item that is temporarily removed from the department to an employee's personal residence or other like facility.
- **Offsite Property Return** – Use this option when an Offsite item is returned to the department. The Property Custodian/Delegate will verify the items returned are in good condition with a legible tag affixed and ensure building and room information is updated.

When the appropriate fields are complete for each status change type, click **Save** to forward to the Property Custodian/Delegate for review and submission. The Property Custodian and Delegate will receive an email indicating that they have pending status change requests to submit. A Pending Removal notice will appear on the Inventory page of the Property Custodian and all Delegates indicating that a status change request needs to be signed.

Property Inventory Help

New Removal/Status Change

Type

--Select Type--

--Select Type--

Interagency Property Transfer

Missing Property

Missing Property Return

Non Texas Inst Property Transfer

Offsite Property

Offsite Property Return

Stolen Property

Trade In Property

Details

Select Type

Assets to Remove

*Highlighted PTags are already missing, lost, or deleted in Banner

**Red text indicates an offsite asset

PTag	Desc Room	PO Serial	Manufacturer Model	Amt Acquired
H116390	Dell OptiPlex Small Form Factor (7020) Desktop	P1145647		\$910.00 10/15/2024

Click Save

Save

Cancel

Annual Certification

[Preparing for Annual Certification](#) (Click to return to TOC)

Prior to submitting your Annual Certification, make sure you have completed any necessary edits and transfers and that all reports have been reviewed. Please keep in mind that any changes that were submitted to Property Management could take several days to process, and you must ensure these items are appropriately reflected on the reports before submitting for certification. The [Property Inventory Checklist](#) provides important steps to complete prior to submitting.

[Scanning Procedures for Annual Certification](#) (Click to return to TOC)

Scanning must be utilized to complete the Annual Certification of Departmental Inventory. There are two methods: scanning using a scanner under storage mode setting and scanning using a device with a camera or a scanner.

The scanning functionality allows offsite workers to scan the barcode on their equipment and eliminates the need for them to bring the asset to the authorized location or to provide a photo of the inventory tag to the property custodian for verification.

If you are unable to scan an item, contact Property Management and we will send you a new tag.

Scanning Procedure Using a Scanner Under Storage Mode Setting
(Instructions for [NADAMOO Model Bur 3076](#) Wireless Barcode Scanner)

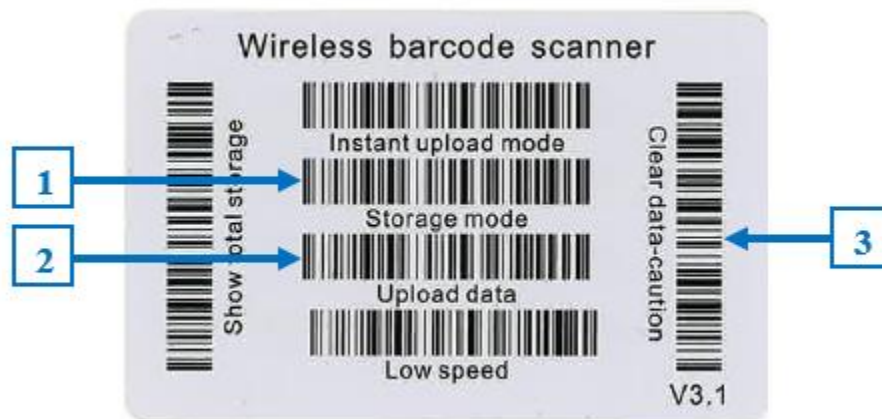
To set the scanner to storage mode, scan the Storage Mode barcode from the User Manual or the Wireless Barcode Scanner card (See 1 below). Under the storage mode

Property Inventory Help

setting, all scanned tags are stored in the memory of the scanner. Internal storage supports up to 100,000 barcodes.

When you have completed scanning tags, connect the scanner to your device either by using the USB cable provided with the scanner, or through Bluetooth.

- Sign into the [Property Inventory System](#) on your device. You will see the **Annual Certification Scan** box in the upper right corner of the page. Click the blue **Scan with Barcode Scanner** box and place the cursor in the blank, dropdown box.
- To upload the data from the scanner, scan the Upload Data barcode from the User Manual or the Wireless Barcode Scanner card (See 2 below). All of the stored barcodes will upload. A green barcode icon will appear for all scanned tags just below the note icon for the asset on the inventory listing page.
- When you determine all tags have been marked as scanned, scan the Clear Data – Caution barcode (See 3 below).
- A column titled **Certified** is included in the downloaded Excel spreadsheet. A value of **True** indicates that the item was successfully scanned and a value of **False** indicates the item has not been scanned.



Scanning Procedure Using a Device with a Camera or a Scanner

You can use a phone, iPad, or another device that can connect to the internet and also has a camera. Or you can use a handheld scanner that can connect to your device.

Sign in to the [Property Inventory System](#) from your device. You will see the **Annual Certification Scan** box in the upper right corner of the page.

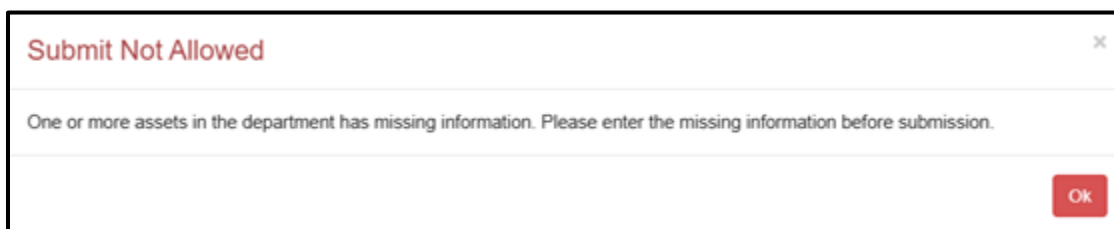
- If you are using a device with a camera for scanning, click the blue **Scan** button below the word **Camera** and allow the system to access the camera on your device. If you are using a scanner, make sure the scanner is connected to your device and place the cursor in the blank box under the word **Scanner**.
- ***New Feature* - Edit Asset on Scan: Click the check box to activate this feature. This allows you to verify/edit the condition, serial number, and the**

Property Inventory Help

building and room location of the asset. Uncheck the box to turn this feature off.

- Use your camera or scanner to scan the barcode on the inventory tag.
 - If the scan is successful, you will receive a notification that the item has been scanned.
 - If the scan is not successful, you will receive a notification with additional information:
 - If the item is in the inventory listing for a department/organization that you do not have authority to view, you will receive a message: “You can’t certify that asset because you don’t have access to its ORGN.” Search for the tag number (**Search, Inventory**) to determine which departmental listing includes the item. That department can transfer the item to your departmental listing, allowing you to scan the item.
 - If the asset has been previously deleted or is identified as Missing, follow the instructions on the message received: “The scanned asset is marked as missing, lost, or deleted. If missing, create a missing property return removal/status change. If lost or deleted, contact the property management office.”
 - If you have already successfully scanned an item, you will receive an Alert: “Asset has already been certified.”
- When an item has been successfully scanned, a green barcode icon will appear just below the note icon for the asset on the inventory listing page. A column titled **Certified** is included in the downloaded Excel spreadsheet. A value of **True** indicates that the item was successfully scanned and a value of **False** indicates the item has not been scanned.

The system will not allow you to submit the Annual Inventory Certification with assets on the Items Missing Information report. The error below will display



Property Inventory Help

The Annual Certification is a two-step process.
It must first be submitted and then approved.

[Submitting the Annual Certification](#) (Click to return to TOC)

The Annual Certification can be submitted by the Property Custodian, a Delegate, or an individual the Property Custodian has designated who has access to the inventory reports of the department.

On the Property Inventory page, select **Annual Certification**. Then, click **Submit**.

The screenshot shows the 'Property Inventory' web application. At the top, there's a navigation bar with 'Inventory', 'Search', 'Forms', and 'Help' dropdowns. Below this, a breadcrumb trail reads 'Finance & Administration / Property Inventory'. The main content area has a heading 'Property Inventory' and two radio buttons: 'View, Edit, Transfer, Remove Inventory' and 'Annual Certification'. The 'Annual Certification' option is selected and highlighted with a blue box and an arrow pointing to it from a blue callout box that says 'Select Annual Certification'. Below the radio buttons are two dropdown menus for 'Department' (set to 'TTUHSC') and 'Fiscal Year' (set to 'Finance Systems Mgmt Lbk - 20119'). A light blue message box states: 'Please verify all assets are scanned for this fiscal year before submitting/approving the Annual Certification.' Below this is a checkbox labeled 'Show All Years'. A table with various columns is visible, including 'Action', 'Organization', 'Fiscal Year', 'Submitted By', 'Submit Date', 'Property Custodian', 'Approve Date', 'Department Inventory', 'Items Missing Information', 'Missing', and 'Lost and Stolen'. The first row of data shows '201193' in the 'Fiscal Year' column, '3/8/2024' in the 'Submit Date' column, and 'Carole Wardroup' in the 'Property Custodian' column. A blue callout box with the text 'Click Submit' and an arrow points to the 'Submit' button in the bottom left corner of the table area.

Make sure each of the reports is correct. If the reports are not correct, click **Cancel**. If they are correct, click the checkbox: **I have read and agree to the statement above**. Click **Submit**.

The Property Custodian and all Delegates will receive an email notifying them that they have an approval pending and a link is provided to log into the Property Inventory System.

Property Inventory Help

Submit Annual Certification for FY 2024

Make sure each of the reports below are correct. An email will be sent to the current property custodian notifying them that they have an approval pending.

[Department Inventory Report](#)
[Items Missing Information Report](#)
[Missing Report](#)
[Lost and Stolen Report](#)

Check Each Report

By submitting these reports for annual certification, you are asserting the following statement:
A physical inventory has been conducted for all capitalized and controlled personal property for the above department. The condition and location of all property is accurately reflected in the TTUHSC Property Inventory system. Changes needed as a result of this inventory were made to the TTUHSC Property Inventory system and are reflected in the listing. Paperwork for missing, lost or stolen property has been submitted to the Property Inventory system and are appropriately reflected on the Missing Property or Lost and Stolen Property Report.

I am hereby designated as the approver for this annual certification. Once you submit these reports for annual certification, an email will be sent to this person indicating that they need to log in to approve. If you believe this is not the correct person to approve these items, [contact the Property Inventory Office](#).

☐ I have read and agree to the statement above.

Click Submit

[Approving the Annual Certification](#) (Click to return to TOC)

The Annual Certification must be approved by the Property Custodian or a Delegate. A Pending Annual Certification notice will appear on the Inventory page of the Property Custodian and all Delegates that an annual certification needs approval. Click **Annual Certification** from the Property Inventory page.

Property Inventory

Inventory Search Forms Help Contacts

Finance & Administration / Property Inventory

Property Inventory

Click Annual Certification

☒ View, Edit Transfer, Remove Inventory ☐ **Annual Certification**

Department: TTUHSC Finance Systems Mgmt Lbk - 20119
Organization: Finance Systems Mgmt Lbk - 201193
Department Inventory: All Property (Including Missing Info and Missing)

Pending Annual Certification Notice

Pending Annual Certification
You have one or more pending annual certifications that need to be approved.

Before approving, make sure each of the reports is correct. If the reports are not correct, click **Deny**.

Property Inventory Help

The screenshot shows the 'Property Inventory' page with the 'Annual Certification' tab selected. A blue box labeled 'Check Each Report' points to the 'View Report' links for 'Department Inventory', 'Items Missing Information', 'Missing', and 'Lost and Stolen'. Another blue box labeled 'Click Deny' points to the 'Deny' button in the 'Approve/Deny' dropdown menu.

Property Inventory

Inventory Search Forms Help Contacts

Finance & Administration / Property Inventory

Property Inventory

☐ View, Edit, Transfer, Remove Inventory ☒ Annual Certification

Department: TTUHSC Finance Systems Mgmt Lbk - 20119

Please verify all assets are scanned for this fiscal year before submitting/approving the Annual Certification.

☐ Show All Years

Action	Organization	Fiscal Year	Submitted By	Submit	Property Custodian	Approve Date	Department Inventory	Items Missing Information	Missing	Lost and Stolen
Approve/Deny		20					View Report	View Report	View Report	View Report

Then click **Yes**. Selecting **Deny** will return the user to the Property Inventory page.

The screenshot shows a 'Deny Annual Certification' dialog box with the text: 'Are you sure you want to deny this certification? This cannot be undone once you say yes.' A blue box labeled 'Click Yes' points to the 'Yes' button.

TEXAS TECH UNIVERSITY SYSTEM

Property Inventory

Finance & Administration / Property Inventory

Property Inventory

☐ View, Edit, Transfer, Remove Inventory ☒ Annual Certification

Welcome Alexandra Galle

Deny Annual Certification

Are you sure you want to deny this certification?
This cannot be undone once you say yes.

No Yes

If the reports are correct, click **Approve**.

The screenshot shows the 'Property Inventory' page with the 'Annual Certification' tab selected. A blue box labeled 'Click Approve' points to the 'Approve' button in the 'Approve/Deny' dropdown menu.

Property Inventory

Inventory Search Forms Help Contacts

Finance & Administration / Property Inventory

Property Inventory

☐ View, Edit, Transfer, Remove Inventory ☒ Annual Certification

Department: TTUHSC Finance Systems Mgmt Lbk - 20119

Please verify all assets are scanned for this fiscal year before submitting/approving the Annual Certification.

☐ Show All Years

Action	Organization	Fiscal Year	Submitted By	Submit	Property Custodian	Approve Date	Department Inventory	Items Missing Information	Missing	Lost and Stolen
Approve/Deny							View Report	View Report	View Report	View Report

Click the checkbox: **I have read and agree to the statement above**. Click **Approve**.

Property Inventory Help

Approve Annual Certification

In accordance with the Texas Gov't Code Ann. sec. 403.273 (f) and (g), I, Alexandra Galle, hereby certify that a physical inventory was conducted for all capitalized and controlled personal property for which I am Property Custodian. I further certify that the status, condition, and value of all property for which I am responsible is accurately reflected in the TTUHSC Property Inventory system. Changes needed as a result of this inventory were made to the TTUHSC Property Inventory system and are now reflected on the above listing. Paperwork for missing, lost or stolen property has been submitted to the Property Manager, and these items are appropriately reflected on the Missing Property or Lost and Stolen Property Report.

☒ I have read and agree to the statement above.

Click **Approve**

Click **Checkbox**

Cancel Approve

The Annual Certification has been submitted and approved.

Property Inventory

☐ View, Edit, Transfer, Remove Inventory ☒ Annual Certification

Department: TTUHSC Finance Systems Mgmt Lbk - 20119

Please verify all assets are scanned for this fiscal year before submitting/approving.

☐ Show All Years

Organization	Fiscal Year	Submitted By	Submit Date	Property Custodian	Approve Date	Department Inventory	Items Missing Information	Missing	Lost and Stolen
201193	2024	Alexandra Galle	2/6/2025	Alexandra Galle	2/12/2025	View Report	View Report	View Report	View Report

For policy questions regarding the Annual Certification process, contact Property Management at PropertyManagement@ttuhsc.edu.

For training questions about the Annual Certification process, contact Finance Systems Management at fsm@ttuhsc.edu.

Property Inventory Help

[Transfers](#) (Click to return to TOC)

A Pending Transfers notice will appear on the Inventory page of the Property Custodian and all Delegates of the department receiving the transferred items.

The screenshot shows the 'Property Inventory' page. At the top, there's a navigation bar with 'Inventory', 'Search', 'Forms', 'Help', and 'Contacts'. Below this, a breadcrumb trail shows 'Finance & Administration' > 'Property Inventory'. A large blue box with the text 'Pending Transfers Notice' is overlaid on the page. To the right of this box, a yellow notification box says 'Pending Transfers: You have one or more pending transfers that need to be approved.' Below the notification, there are two tabs: 'View, Edit, Transfer, Remove Inventory' (selected) and 'Annual Certification'. The main content area has several dropdown menus for 'Department' (TTUHSC), 'Organization' (Finance Systems Mgmt Lbk - 201193), and 'Department Inventory' (All Property). There are also buttons for 'Transfer' and 'Remove/Change Status'. On the right side, there's a section for 'Annual Certification Scan' with buttons for 'Scan with Barcode Scanner' and 'Scan with Camera', and a checkbox for 'Edit Asset On Scan'.

The Transfers page provides a list of Pending transfers for which you are either the Initiator, the Property Custodian of the Department receiving the transfer, or a Delegate for the receiving Department.

Click the red transfer **ID number** link to view the transfer.

The screenshot shows the 'Transfers' page. At the top, there are two buttons: 'Approve' and 'Initiate Transfer'. Below these, there's a section titled 'Approval' with a red triangle icon. A table lists pending transfers with columns: ID, Tag Number, Description, Initiator, From, To, and Initiation. The first row has ID 1900246, Tag Number H91966, Description PO# P0362530, Initiator Tiffany Hernandez, From 201101, To 201193, and Initiation 3/20/2019. The second row has ID 2500040, Tag Number H11326, Description Laptop. P1062468, Initiator Tiffany Hernandez, From 201101, To 201193, and Initiation 2/12/2025. A blue box with the text 'Click ID Number' is overlaid on the table, pointing to the ID 1900246.

ID	Tag Number	Description	Initiator	From	To	Initiation
1900246	H91966	PO# P0362530	Tiffany Hernandez	201101	201193	3/20/2019
2500040	H11326	Laptop. P1062468	Tiffany Hernandez	201101	201193	2/12/2025

To approve initiated transfers to the department for which you are the Property Custodian or Delegate, click the **Approve** button. The **Building** and **Room** information must be selected from the drop-down lists before approval.

Property Inventory Help

Transfer - 2500040

Initiated by Tiffany Hernandez on 2/12/2025

Id	Asset	Organization	Room
H113260	Dell Latitude 5540 XCTO Base Laptop. P1062468	201101	11RLBK

Department: Finance Systems Mgmt Lbk - 20

Organization: 201193 - Finance Systems Mgmt

Building: H1202 - TTMCSW Med Ofc Bldg

Room: C240H - 1202 TTMCSW MOB Q

Transfer Reason: Transfer

Reject Comments:

Click Approve

Close Reject Transfer Approve

A confirmation screen will indicate the transfer has been successfully approved. The initiator will receive an email when a transfer has been approved.

Transfer Complete

Transfer 2500040 has been approved by Alexandra Galle to transfer asset H113260 to 201193.

Go to the [Property Inventory](#) application and choose Search under the Transfer menu to search and view Transfers.

Close

To reject initiated transfers, click **Reject Transfer**. Entering **comments** for the reason of rejection is required.

Enter Reject Comments

Room: C240H - 1202 TTMCSW MOB Q

Transfer Reason:

Reject Comments:

Click Reject Transfer

Close Reject Transfer Approve

The initiator will receive an email when a transfer is rejected.

Property Inventory Help

[Surplus Pickup](#) (Click to return to TOC)

The Surplus Pickup page provides a list of Pending pickup requests that were initiated by you and are pending IT service. Click the red **ID** number to populate the Stars work order number and IT sticker number when available. When this information has been added, the request is ready for submission.

Property Inventory

Inventory Search Forms Help Contacts

Home / Finance & Administration / Property Inventory

Process Surplus Pickup Requests

Initiate Surplus Pickup

Pending IT Service Requests

Surplus ID	Request	Orgn To	Initiated By	Pickup Status
2100124	3/10/2025	201175	Alexandra Galle	Pending IT Service

The Surplus Pickup page also allows the user to initiate a surplus pickup request by clicking the **Initiate Surplus Pickup** button.

Property Inventory

Inventory Search Forms Help Contacts

Home / Finance & Administration / Property Inventory

Process Surplus Pickup Requests

Initiate Surplus Pickup

Select the appropriate **Institution** and **Surplus Orgn**.

Property Inventory

Inventory Search Forms Help Contacts

Home / Finance & Administration / Property Inventory

Initiate Surplus Pickup Request

Select Institution and Surplus Orgn

Institution: TTUHSC

Surplus Orgn: -- Select Organization --

Return to Process Surplus Pickup

Select **From Organization** (if available) from the drop-down lists. A list of Assets Pending Transfer to Surplus from the selected organization will display. Filter the Assets Pending Transfer to Surplus list further by entering a **Transfer Date** and clicking **Filter**

Property Inventory Help

Transfers. To choose assets for pickup, either **Select All** or select **individual assets** from the list and then select **Initiate Pickup Request**.

The screenshot shows the 'Initiate Surplus Pickup Request' form. A blue box labeled 'Select From Organization or Transfer Date' points to the 'Institution' dropdown (set to TTUHSC) and the 'From Organization' and 'Transfer Date' fields. Another blue box labeled 'Select Initiate Pickup Request' points to the 'Initiate Pickup Request' button. A third blue box labeled 'Choose Select All or Individual Assets' points to the 'Select All' checkbox in the 'Assets Pending Transfer to Surplus' table.

Assets Pending Transfer to Surplus

Select All	Tag	Initiator	From	To	Initiation
<input type="checkbox"/>	H91978	Cindi Bradshaw	201201	201175	3/2/2021
<input type="checkbox"/>	H100270	Cindi Bradshaw	201801	201175	4/20/2021
<input type="checkbox"/>	H100270	Priyanka Taluchuri	201511	201175	4/29/2021

Select the **Pickup Building** and enter the **room number** (inventoried items only) for pickup. Add any non-inventoried items and comments if needed.

If IT Service is needed, IT must clear any computer-related device. Initiate an IT Work Order by clicking the link provided. Enter an IT Work Order Number and IT Sticker Number prior to completion of the pickup request. The information can be entered now or if IT Service is pending, **Save** the request, print the IT Hardware Surplus Form, and attach it to each asset. When IT Service is complete, access the request on the Surplus Pickup page and enter the required information.

Certify that items are ready for pickup and then **Submit**. Surplus Property for your campus will contact you to schedule the pickup. Refer to [How to Transfer Items to Surplus](#) for more information.

Surplus Property will scan tags if possible. If all items on the request are scanned successfully, the associated transfers in the Property Inventory System are automatically accepted and the items are no longer in the inventory listing. If any tag cannot be scanned, the asset pickup will be verified by a supervisor before completion of the request and removal from the inventory listing.

[Removals/Status Changes](#) (Click to return to TOC)

The Removals/Status Changes page provides a list of Pending removals and status changes for which you are either the Initiator, the Property Custodian of the Department or a Delegate for that Department.

Click the red **ID** number link to view the removal/status change details.

Property Inventory Help

Removals/Status Changes

[New Removal/Status Change](#)

Pending Custodian Signature

ID	Type	Orgn	Info	Status
2100022	Missing Property	201193		Saved 🔗
2100026	Trade In Property	201193		Saved 🔗
2100048		201193		Saved 🔗
2100071		201193		Saved 🔗
2200077		201193		Saved 🔗
2200090	Offsite Property	201193		Saved 🔗

Click ID Number

Your Saved Removals

ID	Type	Orgn	Info	Status
2100048	Trade In Property	201193		Saved 🔗

To approve a removal/status change request as a Property Custodian or Delegate, click the checkbox: **I certify that the item(s) should be removed from TTUHSC inventory or their status changed for the item(s) and to the best of my knowledge the above information is correct.** Click the **Electronically Sign and Submit** button.

A confirmation message will indicate that the removal/status change request has been signed and is waiting for approval from Property Management. An automated email will be sent to the initiator when a removal/status change request has been approved.

The Removals/Status Changes page also offers a way to initiate the removal/status change of an item from your departmental inventory. Click the **New Removal/Status Change** button and then click the **Scan** button. Scan the barcode of assets to be removed or status changed. As items are scanned, information will populate in the Assets section of the New Removal/Status Change page.

Refer to **Remove/Change Status** section for instructions on how to remove or change the status of an asset.

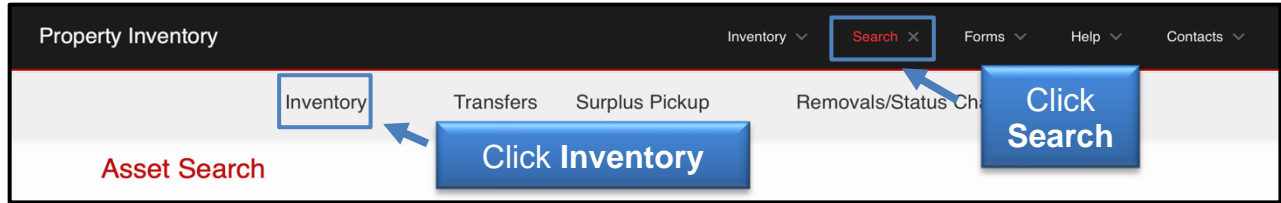
Search

Search pages allow the user to enter parameters and click **Search**. The Institution and at least one other search parameter are required. The search feature uses “AND” when more than one criteria is specified, so the results will match all the criteria specified and not just one or the other. The percent symbol (%) may be used to help with a search.

[Asset Search](#) (Click to return to TOC)

To search for assets, click **Search** on the navigation menu bar and then select **Inventory**.

Property Inventory Help



The Asset Search page allows the user to search assets by Tag Number, Category, Serial Number, Building/Room, Institution, Department and/or Organization. Deleted assets are highlighted in the search results.

Search by Tag Number

To search by Tag Number, enter the **Tag Number** and click **Search**. The Institution from the drop-down list will default to TTUHSC, change if needed. The search results will display with the Tag Number, Serial Number, Manufacturer, Model, Description, Room (Building and Room), Acquisition Date, COAS, Department, Organization, Property Custodian and Category.

Tag Number	Serial Number	Manufacturer	Model	Status	Description	Room	Acquisition Date	COAS	Department	Orgn	Property Custodian	Category
H116303	8NGZ44				Dell OptiPlex Small Form Factor (7020) Desktop	1202 TTMCSW MOB Quaker Lbk 200L	9/20/2024	H	Purchasing Lbk	201181	John Haynes	204 PC Computers

Search by Category

To search by Category, select the **Category** from the drop-down list and click **Search**. The Institution from the drop-down list will default to TTUHSC, change if needed. A list of all items that are in the category and institution selected will display with the Tag Number, Serial Number, Manufacturer, Model, Description, Room (Building and Room), Acquisition Date, COAS, Department, Organization, Property Custodian and Category.

Property Inventory Help

Property Inventory

Inventory Search Forms Help

Asset Search

Tag Number

Category --Select Type--

Serial Number

Building -- Select Building --

Institution TTUHSC

Department -- Select Department --

Organization -- Select Organization --

Room --Select Room--

Search

Click Search

Search by Serial Number

To search by Serial Number, enter the **Serial Number** and click **Search**. The Institution from the drop-down list will default to TTUHSC, change if needed. The search results will display with the Tag Number, Serial Number, Manufacturer, Model, Description, Room (Building and Room), Acquisition Date, COAS, Department, Organization, Property Custodian and Category. The serial number search is not case sensitive.

Property Inventory

Inventory Search Forms Help

Asset Search

Tag Number

Category --Select Type--

Serial Number 20BJM34

Building -- Select Building --

Institution TTUHSC

Department -- Select Department --

Organization -- Select Organization --

Room --Select Room--

Search

Click Search

Tag Number	Serial Number	Manufacturer	Model	Status	Description	Room	Acquisition Date	COAS	Department	Orgn	Property Custodian	Category
H116582	20BJM34	Dell Latitude 5550	BTX Base Laptop			1000 TTUHSC 3601 4th St Lbk 4B304	11/11/2024	H	Family Medicine Lbk	512201		284 LAP Laptop Computers

Search by Building and Room

The Institution from the drop-down list will default to TTUHSC, change if needed. The Room drop-down list is dependent on the Building being selected first. Select the **Building** and then the **Room** from the drop-down lists and click **Search**. A list of all items that are in the building and room selected will display with the Tag Number, Serial Number, Manufacturer, Model, Description, Room (Building and Room), Acquisition Date, COAS, Department, Organization, Property Custodian, and Category.

Property Inventory Help

The screenshot shows the 'Asset Search' form. A blue box labeled 'Select Building & Room' has an arrow pointing to the 'Building' dropdown menu, which is currently selected to 'H1202 - TTMCSW Med Ofc Bldg 6630 Quaker Lbk'. Another arrow points from the 'Department' dropdown to the 'Organization' dropdown. The 'Room' dropdown is selected to '1202 TTMCSW MOB Quaker Lbk 240D'. A 'Click Search' button has an arrow pointing to the 'Search' button.

Search by Department and Organization

The Organization drop-down list is dependent on the Department being selected first. The Institution from the drop-down list will default to TTUHSC, change if needed. Select the **Department** and then the **Organization** from the drop-down lists and click **Search**. A list of all items that are in the department and organization selected will display with the Tag Number, Serial Number, Manufacturer, Model, Description, Room (Building and Room), Acquisition Date, COAS, Department, Organization, Property Custodian and Category.

The screenshot shows the 'Asset Search' form. A blue box labeled 'Select Department & Organization' has an arrow pointing to the 'Department' dropdown menu, which is currently selected to '-- Select Department --'. Another arrow points from the 'Department' dropdown to the 'Organization' dropdown, which is also selected to '-- Select Organization --'. The 'Room' dropdown is selected to '--Select Room--'. A 'Click Search' button has an arrow pointing to the 'Search' button.

If you find Items in your department that are not on your All Property list, search by either tag or serial number to determine what department inventory the item is on. It is possible that an item was transferred (moved) to your department, but the transfer in the Property Inventory System was not completed. Please notify Property Management at PropertyManagement@ttuhsc.edu if this is the case.

Transfer Search (Click to transfer to TOC)

To search for transfers, click **Search** on the navigation menu bar and then select **Transfers**.

The Transfer Search page allows the user to search transfers by ID, Tag Number, Initiator, Status, Transfer Date, Institution, From Department, From Organization, To

Property Inventory Help

Department, or To Organization. For the Initiator, enter all or part of the name to search. The percent symbol (%) may be used to help with a search. Enter the desired search criteria and click **Search**.

Click the red **ID** number link to view the transfer.

The screenshot shows the 'Transfer Search' form with various input fields and a results table. A blue callout box with the text 'Click ID Number' points to the red ID number '2100063' in the first column of the results table.

Id	Tag Number	Initiator	From	To	Initiation	Status	Approve/Reject User
2100063	H102979	Terry Dalton	201193	201175	5/4/2021	Submitted	
2100064	H103492	Terry Dalton	201193	201175	5/4/2021	Submitted	

The transfer will display.

The screenshot shows the 'Transfer - 2100063' modal window. It displays the transfer details, including the initiator, date, and a table of assets. A red arrow points from the 'Transfer Information' title to the 'Department' dropdown menu.

Id	Asset	Organization	Room
H102979	APPLE MBP 13.3SG LAPTOP. P0795649	201193	11RLBK

[Surplus Pickup Search](#) (Click to return to TOC)

To search for surplus pickup requests, click **Search** on the navigation menu bar and then select **Surplus Pickup**.

The Surplus Pickup Search page allows the user to search assets by Pickup ID, Status, Initiated By, Campus or Tag Number. The Institution from the drop-down list will default to TTUHSC, change if needed. Enter the desired criteria and click **Search**.

Property Inventory Help

The screenshot shows the 'Surplus Pickup Search' form. A blue box labeled 'Enter/Select Search Data' has arrows pointing to the 'Pickup ID' and 'Institution' fields. Another blue box labeled 'Click Search' has an arrow pointing to the 'Search' button.

Property Inventory

Inventory ▾ Search ▾ Forms ▾ Help ▾

Finance & Administration / Property Inventory

Surplus Pickup Search

Pickup ID:

Status:

Initiated By:

Institution:

Campus:

Tag Number:

Search

Click the red **ID** number link to view pickup request details.

The screenshot shows the search results table. A blue box labeled 'Click ID Number' has an arrow pointing to the 'Surplus ID' column header.

Surplus Pickup Search

Pickup ID:

Status:

Initiated By:

Institution:

Campus:

Tag Number:

Search

Surplus ID	Requested Date	Orgn From	Orgn To	Initiated By	Pickup Status
2500297	1/21/2025	511801	201175	Maria	Completed 🔗
2500290	1/21/2025	511801	201175	Hailee	Completed 🔗
2500291	1/21/2025	511801	201175	Doris	Completed 🔗

[Removal/Status Change Search](#) (Click to return to TOC)

To search for removals or status changes, click **Search** on the navigation menu bar and then select **Removals/Status Changes**.

The Property Inventory System allows the user to search assets by ID, Type, Status, From Orgn, or Tag Number. The Institution from the drop-down list will default to TTUHSC, change if needed. Enter the desired criteria and click **Search**.

Property Inventory Help

The screenshot shows the 'Property Inventory' search interface. A blue box labeled 'Enter/Select Search Data' has arrows pointing to the 'ID', 'Type', 'Status', 'Institution', and 'From Orgn' fields. Another blue box labeled 'Click Search' has an arrow pointing to the 'Search' button.

Removal/Status Change Search

ID:

Type:

Status:

Institution:

From Orgn:

Tag Number:

Click the red **ID** number link to view the removal.

The screenshot shows the search results table. A blue box labeled 'Click ID Number' has an arrow pointing to the red ID number '2300058' in the first row of the table.

Removal/Status Change Search

ID:

Type:

Status:

Institution:

From Orgn:

Tag Number:

ID	Type	Orgn	Info	Status
2300058		201101		Approved
2300067	Offsite Property	201101		Saved

Forms

[TTUHSC](#) (Click to return to TOC)

For property-related forms and policies, click **Forms** in the navigation menu bar and then click **TTUHSC**.

Help

[TTUHSC](#) (Click to return to TOC)

For additional help resources, click **Help** in the navigation menu bar and then click **TTUHSC**.

Contacts

[TTUHSC](#) (Click to return to TOC)

Property Inventory Help

For contact information for Property Management, click **Contacts** in the navigation menu bar and then click **TTUHSC**.

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