

Assigning Property Custodians and Delegates

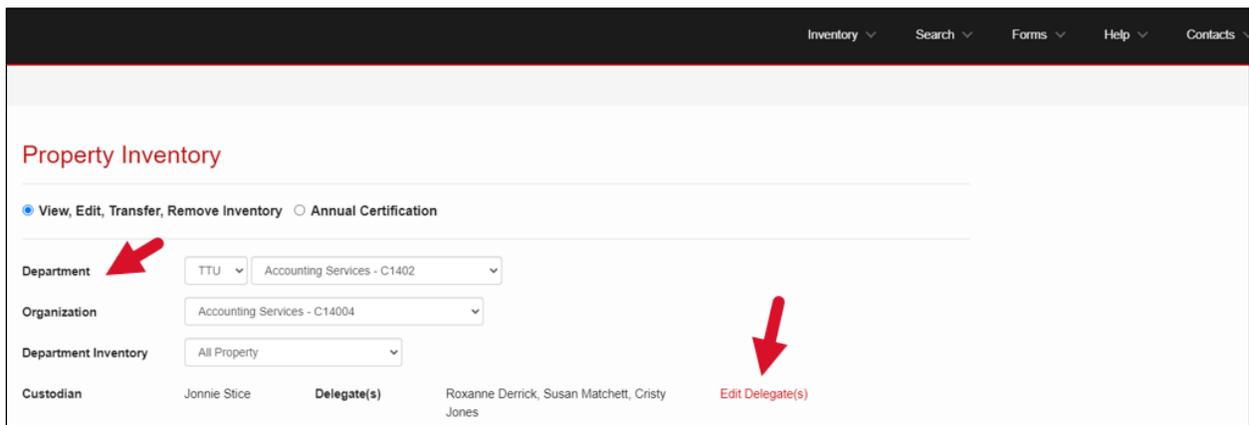
Property Management must be notified for any custodian updates. The custodian should be of director level or higher. The employment level will be verified, then updated in the Property Inventory System. Email property.management@ttu.edu for custodian changes.

Custodians may assign property management responsibilities to another employee as a delegate in the Property Inventory System. As of fiscal year 2022, delegates can complete all inventory transactions including the final approval of annual certifications. Custodians can follow directions below to view, remove and add delegates.

In the Property Inventory System, there can only be one custodian per department. Departments that request custodians at the organization level must assign one custodian and other custodians can be listed as delegates. For these situations, the department needs to communicate to delegates which organization codes they are responsible for. Delegates will receive email notifications for all the organization codes under the department and it is their responsibility to approve and certify inventories only for the organizations assigned by their department. Property Management will not monitor this. Because of this systems limitation, Property Management recommends limiting the use of this set up.

Review Delegates

1. Access the [Property Inventory System](#).
2. Locate the department using the department drop down list.
3. Click on the Edit Delegate(s) Link.



Property Inventory

View, Edit, Transfer, Remove Inventory Annual Certification

Department  TTU Accounting Services - C1402

Organization Accounting Services - C14004

Department Inventory All Property

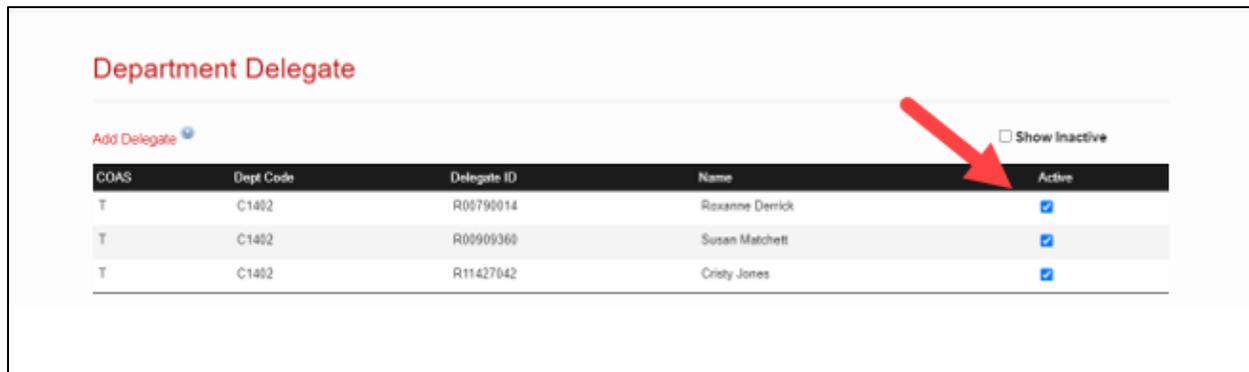
Custodian Jonnie Stice Delegate(s) Roxanne Derrick, Susan Matchett, Cristy Jones  Edit Delegate(s)

4. The list will populate with active delegate(s).
5. For a history of delegates no longer active, check Show Inactive.



Inactivate Delegate(s)

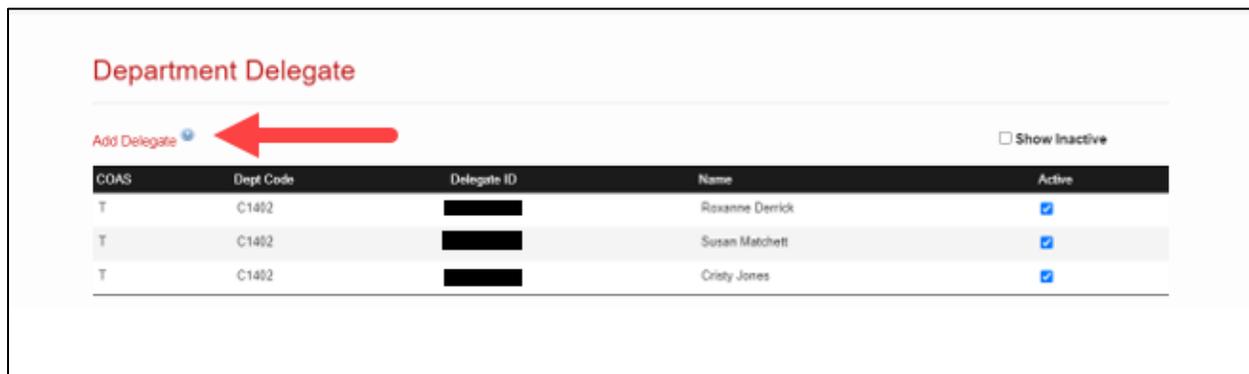
1. Click the check mark next to the delegate(s) to inactivate.



COAS	Dept Code	Delegate ID	Name	Active
T	C1402	R00790014	Roxanne Derrick	<input checked="" type="checkbox"/>
T	C1402	R00909360	Susan Matchett	<input checked="" type="checkbox"/>
T	C1402	R11427042	Cristy Jones	<input checked="" type="checkbox"/>

Add Delegate(s)

1. Click the Add Delegate link.



COAS	Dept Code	Delegate ID	Name	Active
T	C1402	██████████	Roxanne Derrick	<input checked="" type="checkbox"/>
T	C1402	██████████	Susan Matchett	<input checked="" type="checkbox"/>
T	C1402	██████████	Cristy Jones	<input checked="" type="checkbox"/>

2. On the next screen use the drop down boxes to choose the following:
 - A. Chart of Account T or S.
 - B. Department code by Name and department level 5 code.
 - C. Tab to Search Name->enter the employees name-> click search.
 - D. Click on the employees R#.
 - E. Click Save.



Add Department Delegate

COA: TTU

Department Code: Accounting Services - C1402

Delegate ID: [Redacted]

Search Name: Cristy Jones

Tech ID	Name	Title	Department Name
[Redacted]	Cristy Jones	Associate Managing Director	Accounting Services

Click on this R number here to add

Once saved the delegate will show on the department inventory page.

Property Inventory

View, Edit, Transfer, Remove Inventory Annual Certification

Department: TTU Accounting Services - C1402

Organization: Accounting Services - C14004

Department Inventory: All Property

Custodian: Jennifer Branch Delegate(s): Roxanne Buchanan, Cristy Jones [Edit Delegate\(s\)](#)