Property Inventory System Procedures for Reporting Missing Property and Missing Property Returned

According to Texas Tech University Operations Policy 63.08 Property Management, assets not located and determined missing should be reported to Property Management. The process to report the assets is done within the Property Inventory System. This document provides a step-by-step guide on the process.

Assets will remain missing and in inventory for two consecutive years, per Texas state comptroller property accounting policies. During this period departments should take all steps necessary to locate the assets. Assets already reported missing do not have to be reported missing again. To avoid duplicate submissions, verify on the department inventory list if the asset is already coded with a missing status.

When an asset is already reported an attribute shows in the “Status” column on the inventory list. See the example screenshot below.

In addition, if an asset is already missing and another electronic request is being resubmitted, the asset line will show highlighted yellow. This is another indicator that a request is not needed. If Property Management receives an additional request with assets already shown to be missing, they will be removed from the request, or the request will be rejected.
Missing Report Procedure:

Locate the assets on the department inventory under the Inventory, Edit, Transfer and Remove Page.

1. Check the radio button next to the asset in the TRF/Rem column. Multiple assets may be selected.
2. Click the Remove/Change Status button.
3. In the pop-up window under “Type,” select Missing Property and include specific details on why the property is being reported and what efforts were made to locate it.
4. Check the was/was not box in the Negligence Statement.
5. Check the box next to the certification statement at the bottom of the window.
6. Click the Electronically Sign and Submit
7. The request will be routed to the department’s custodian and delegates for review and approval.

Custodian/ Delegate Approval Steps:

Custodians or delegates both have the authority to approve or reject the request.

1. Once the form is saved, the request will be routed to the department Custodian/Delegate and an email will be sent to the Custodian/Delegate to notify them an approval is pending. Example of the email notice to the Custodian/Delegate:

   **Subject: Asset Removal/Status Change 2300568**

   Asset Removal/Status Change 2300568 has been saved by Jennifer Branch and needs custodian approval.

   Go to the [Property Inventory](#) application and choose Removals/Status Changes under the Inventory menu. Click on the number in red to electronically sign or reject the Removal/Status Change.

   Thank you,

2. 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.
3. Click the red ID number link to view the removal/status change details.
4. 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 TTU/TTUS 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.

5. A confirmation message will indicate that the removal/status change request has been signed and approved.
6. An automated email will be sent to the initiator when a removal/status change request has been approved by the custodian or delegate it will be routed to Property Management for final approval.
7. When the form is approved, the submitter will receive a notice that the Asset Removal/Status Change request was approved. The asset status will show missing or blank for missing returned on the main inventory list.
8. Before Property Management approves the Missing Returned form the asset must be physically viewed by Property Management or a current picture of the asset with the serial number be provided. Pictures may also be attached to the assets in the Property Inventory system by the department.
9. During the two-year cycle, if an asset is missing Property Management will be in contact with the department to assist in locating information on the asset(s) or to verify that the asset has not been found. On the final year, Property Management will make one last contact with the department before the asset is disposed of.
**Missing Property Return Asset located**

If a missing asset is found, process the same steps as above selecting the Missing Property Return Form. Before Property Management approves the Missing Returned form, the asset must be physically viewed by Property Management or a current picture of the asset with the serial number be provided. Pictures may also be attached to the assets in the Property Inventory system by the department.

**Searching for Missing Report or Missing Report Return Request**

To search for records to verify who submitted a missing or missing return request, see below.

1. Go to Search in the solid black ribbon.
2. Click on the Removals/Status Changes

3. On the next screen choose in the TYPE drop down box the Missing Property or Missing Property Return.

4. Next choose the Status, enter the Institution, and the Organization Code. The form requests will be listed according to the data entered. Also, if looking for one asset, searching by the tag number is possible.
5. Once the search selection is chosen a list of requests should populate as shown below.

6. To find who submitted or approved the request click on the Status Link in the right column. The pop up below will show the submitter, custodian/delegate approver and the Property Management staff.

If there are any concerns or issues during this process, please contact Property.Management@ttu.edu.