Property Inventory System Procedures for Offsite Property/Offsite Property Return Forms
Also referred to as the "Temporary Use Property Authorization Form" in TTU OP 63.08, Property Management

This document provides step-by-step instructions of how to complete the Offsite Property and Offsite Property Return forms in the Property Inventory System (PIS). Property Management recommends the forms be updated annually or when the asset status changes.

TTU OP63.08, Property Management requires 1) departments maintain a Temporary Use Property Authorization Form on file for all assets transported to/from campus and 2) departments submit the Temporary Use Property Authorization Form to Property Management for assets transported outside of the state or country.

The submission of an Offsite Property Form within the PIS will satisfy both requirements at this time.

Definitions:

Offsite Property Form – Referred to as the "Temporary Use Property Authorization Form" in TTU OP 63.08, Property Management. This form is required for assets that are transported away from the primary TTU campus location. Submission of this form designates the asset with status type "Offsite" in the PIS.

Offsite Property Return Form- This form is submitted for assets that are returned from loan or transitioned back to a permanent TTU campus location. Submission of this form removes the asset status designation of "Offsite" in the PIS.

Offsite Status Type – Asset does not reside on the main campus, is assigned to an individual or loaned to another institution, and that individual or institution is responsible for the proper care and use of the asset within either of the following situations:

1. Mobile assets are transported between on-campus and off-campus locations regularly, such as when employees may work remotely on a part-time basis or employees who attend conferences with their computing device. Building and room location remains the primary location of the asset when on campus.

2. Asset is loaned to another institution or resides primarily in a remote location on a long-term basis. Building and room location should be updated as "remote inventory" separate from this form. There is no strict definition for "long-term." Property custodians should use their professional judgement in assessing these. If an employee is 100% remote, then that is considered long-term. In general, if an asset is off campus for over a month, it is likely remote inventory.

Items that are loaned to another institution or out-of- state/country will be updated with a loaned attribute by Property Management for periodic monitoring, addressed in a separate document.

Note: This does not include assets with locations available in the Property Inventory System. For example, assets located at Pantex; Pantex location codes are available in the Property Inventory System.

Procedures:

Offsite Property Form Submission

Within the departmental inventory list in the Property Inventory System, one may request to remove or change the status of an asset.

1. Access the Property Inventory System: https://www.fiscal.ttuhsc.edu/propinv/
2. Locate the asset on the department's inventory list. If the user cannot view the inventory list, contact Property Management.
3. Change asset status:
   a) Manual Asset(s) Selection
      Check the Trf/Rem radio button next to the asset number, then click on the Remove/Change Status box. The Removal/Status Change dialog page will come up prepopulated with the Tag Number, Description, PO Number, Manufacturer, Amount, Room, Serial Number, Model, and Acquired Date for the asset.

b) Asset(s) Selection Using Scanning

Alternately, click the Scan button then scan the asset barcode (permanent tag). As items are scanned, information will populate in the Assets to Remove section of the New Removal/Status Change page.

4. Select the Offsite Property form from the drop-down list.

5. Complete the details of why the asset is relocated and include an estimated return date. Example: "Temporary work-from-home. Est return date 05.01.2023"
6. Choose the campus.
7. Complete the Temporary Offsite location.
8. Enter the user's name or R# and click the search button. Select the R# once it populates.
9. Click "Save" to route the form to custodian/delegate approval.

New Removal/Status Change

Type
Offsite Property

Details
Laptop may move from department office and home residence during WFH hours. This will be updated each fiscal year.

Campus
TTU - Lubbock

Temporary Offsite Location
On campus at this time but may be taken to personal residence in Lubbock Tx during WFH

Requested Start Date
5/15/2023

Offsite User Details
Jennifer Branch

Tech ID	Name	Title	Department Name
R00911401	Jennifer Rebecca Branch	Section Manager	Accounting Services

Click R#

*The Offsite User assumes full financial responsibility for the property listed above while it is entrusted to him/her. The Offsite User will exercise reasonable care of this equipment and safeguard it against theft, damage and misuse. The Offsite User will use this equipment only for activities benefitting Texas Tech University ▓▓▓▓▓▓▓ and will return the property upon separation from TTU▓. The equipment will be verified annually so that it can be accounted for during the annual inventory certification process.

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	
319584	LATITUDE 5431 LAPTOP P0977969 Texas Tech Plaza Room 306C	P0977969 BCT1JR3	DELL 5431	$1,985.84 10/4/2022	⊖

Video device 1

New Removal/Status Change

Type
Offsite Property

Details
Lap top may move from department office and home residence during WFH hours. This will be updated each fiscal year

Campus
TTU - Lubbock

Temporary Offsite Location
On campus at this time but may be taken to personal residence in Lubbock Tx during WFH

Requested Start Date
5/19/2023

Offsite User Details
Enter User Name/RNumber

Jennifer Rebecca Branch (R00911401) - Section Manager
Accounting Services

*The Offsite User assumes full financial responsibility for the property listed above while it is entrusted to him/her. The Offsite User will exercise reasonable care of this equipment and safeguard it against theft, damage and misuse. The Offsite User will use this equipment only for activities benefitting Texas Tech University and will return the property upon separation from Texas Tech University. The equipment will be verified annually so that it can be accounted for during the annual inventory certification process.

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	
319584	LATITUDE 5431 LAPTOP P0977969 Texas Tech Plaza Room 306C	P0977969 BCT1JR3	DELL 5431	$1,985.84 10/4/2022	⊖

Save   **Cancel**

Once the form is saved a message will pop up as shown below.

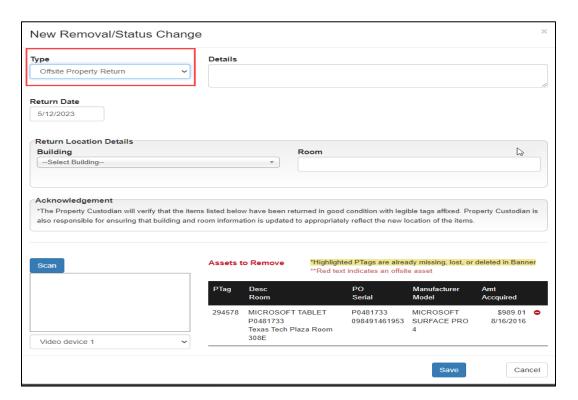Removal 2300593 has been saved and is waiting approval by the Custodian or Delegate.

The form will be routed to the department Custodian/Delegate queue and an email will be sent to them to process the approval.

Offsite Property Return Form

When an asset is returned to campus, the Offsite Property Return form should be completed.

1**.** Follow the same procedures as listed above, but select the Offsite Property Return Form.
2. Complete the details that explain the asset has returned.
3. Update the building and room location. This information is required for processing.

4. When all fields are complete, click Save. The form will be routed to the Custodian/Delegate for approval.
6. Once approved, the Offsite status will be removed.

Offsite Property and Offsite Property Return Form Approvals

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:
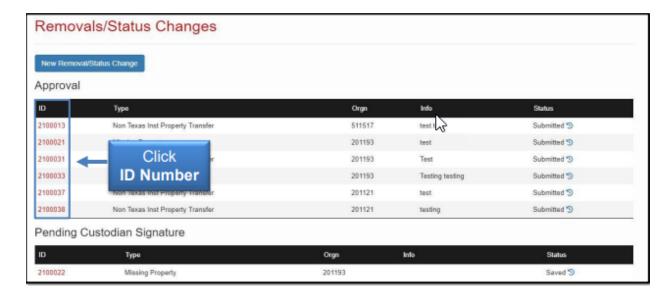
> **Subject:** Asset Removal/Status Change 2300568
>
> Asset Removal/Status Change 2300568 has been saved by Jennifer Branch and needs custodian approval.
>
> Go to the Property Inventory application and choose Removals/Status Changes under the Inventory menu. Click on the number in red to electronically 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.

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 offsite (blank if a return) on the main inventory list.

Tag Number	Trf/Rem	Condition	Type	Status	Description	PO	Manufacturer	Model	Serial Number	Room	Acquired Date	Amount
314118	☐	N	CA	Offsite	LATITUTDE 5421 XCTO LAPTOP P0931744	P0931744	DELL	LATITUTDE 5421 XCTO LAPTOP	GCWF3M3	Texas Tech Plaza Room 308	5/17/2022	$1,590.00

For any other questions reference the Property Inventory System Help Guide or contact property.managment@ttu.edu