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**

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/](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 your 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: 5/16/2023

Offsite User Details

Tech ID: R06911401

Name: Jennifer Rebecca Branch

Title: Section Manager

Department Name: Accounting Services

Assets to Remove

<table>
<thead>
<tr>
<th>PTag</th>
<th>Desc Room</th>
<th>PO Serial</th>
<th>Manufacturer</th>
<th>Model</th>
<th>Acq Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>319584</td>
<td>LATITUDE 5431 LAPTOP</td>
<td>P6977969</td>
<td>DELL</td>
<td>BCTUR5</td>
<td>5431</td>
</tr>
<tr>
<td></td>
<td>Texas Tech Plaza Room 306C</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Once the form is saved a message will pop up as shown below.

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 route 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:

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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,
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2. 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 on the main inventory list.

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ACKNOWLEDGEMENT: The Offsite User assumes full financial responsibility for the property listed in the Asset Removal/Status Change referenced 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 verification process.

Go to the Property Inventory application and choose Removals/Status Changes under the Search menu, enter the number, click search, and then click on the number in red to view the list of assets approved for offsite usage.

If you have any questions/concerns, please contact your Dept Custodian.
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For any other questions reference the Property Inventory System Help Guide or contact property.management@ttu.edu