

TEXAS TECH UNIVERSITY

Accounting Services™

Property Inventory System Guide

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Property Inventory Process [\(Click to return to TOC\)](#)

TTU OP 63.08, Property Management, defines the scope of property management responsibilities at Texas Tech University, and provides the policy and procedures to manage, control and account for all institutional property for TTU/TTUS.

Texas Tech Policy requires departments to complete a physical inventory certification annually. Department personnel will complete this inventory review, or Annual Certification, using the most recent listing from the Property Inventory System. Departments may complete certification anytime during the fiscal year beginning October 1 (Fiscal year is Sept 1-August 31). Starting in April, email reminders will be sent to property custodians and delegates for the annual certification deadline of June 30.

How to access the Property Inventory System (PIS) and Navigation Menu [\(Click to return to TOC\)](#)

The Property Inventory System is accessible by logging into the Raiderlink portal or through the Property Management website quick links. See the steps for both below:

A & F Work Tools:

Select the **A & F Work Tools** tab. In the Finance portlet under Property Management, click on **Property Inventory System**.



Finance

[Visit Finance Website](#)

- [Accounting Services Contacts](#)
- [Expenditure Allowability Application](#)
- [ePrint](#)
- [Financial Transaction System \(FITS\)](#)
- [Finance Forms](#)
- [Finance Fund Maintenance](#)
 - [Create a new Fund](#)
 - [Change a Fund name](#)
 - [Terminate a Fund](#)
- [Finance New FOP](#)
 - [Create a new FOP combination with an existing Fund](#)
 - [Change the org or prog code on an existing FOP](#)
 - [Create a new org code](#)
 - [Change an org code name](#)
 - [Change a fund or org financial manager](#)
 - [Terminate FOP](#)
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- [Finance Operating Policies](#)
- [Find My Grant Specialist \(Sponsored Project Funds\)](#)
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- [Reports \(Cognos\)](#)
- [Retired Fund Request System \(History View\)](#)
- [Team App \(Financial Profile/Signature Authority\)](#)
- [Xtender \(Document Management\)](#)

PROPERTY MANAGEMENT

- [Property Inventory System](#)

[Quick Link Property Management website:](#)



Navigation Menu Bar

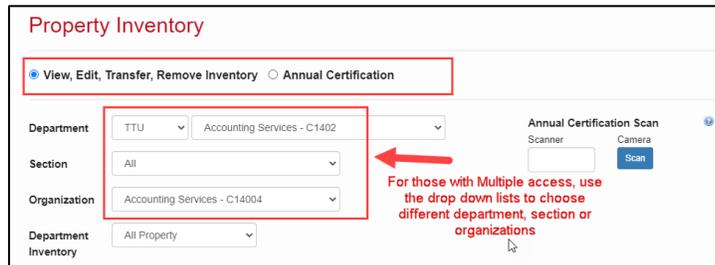
The primary method of navigating within the system is using the navigation menu bar along the top of the page. The navigation menu bar is on every page of the application, allowing movement from one page to another quickly.



Department Property Inventory Page and Reports [\(Click to return to TOC\)](#)

The application opens to the Property Inventory page. The user can select **View**, **Edit**, **Transfer Inventory** or **Annual Certification** with the corresponding radio button.

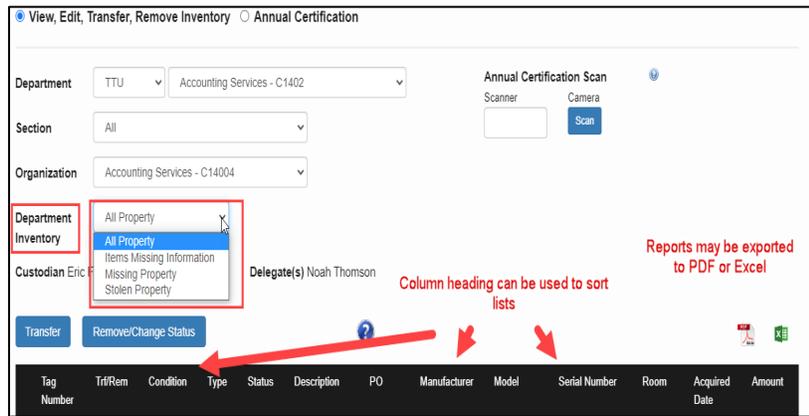
If authorization is given to view inventory for more than one department/organization, change departments by selecting a different department and organization from the drop-down menus. The department/organization selected will be displayed on the page.



Department Inventory Reports

The following department inventory reports are available in the drop-down menu for Department Inventory. These reports should be used to review and update information on assets and complete annual inventory reviews efficiently. The reports can be exported to either PDF or Excel by selecting the corresponding icon. Further instructions are included under the Annual Certification processes or on the following training video link. [Property Inventory Updating Data in the Property Inventory System video.](#)

- **All Property (including Missing and Offsite Asset status)**
- **Items Missing Information**
- **Missing Property**
- **Stolen Property**



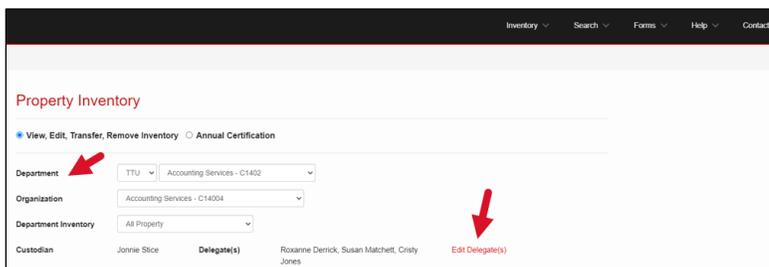
Assigning or Updating Property Custodian or Delegates [\(Click to return to TOC\)](#)

Property Management must be notified of any custodian updates needed. The custodian should be 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, custodians or delegates may complete inventory transactions, including the final approval of annual certifications.

The Property Inventory System is restricted to one custodian per department. Departments that have a need for multiple custodians at the organization level must assign those additional staff or faculty as a delegate. The department should communicate to delegates which organization codes they are responsible for. All delegates under the department will receive email notifications for all the organization codes under the department and it is their responsibility to update and certify inventories only for the organizations assigned to them. Because of the system limitation, Property Management recommends limiting the use of this set up. Below are the steps necessary to update 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. The list will populate with active delegate(s).



4. For a history of delegates no longer active, check the Show Inactive radio button.
5. To add a delegate, click the Add Delegate link.

Department Delegate

Add Delegate  Show Inactive

COAS	Dept Code	Delegate ID	Name	Action
T	C1402	[REDACTED]	Roxanne Derrick	<input checked="" type="checkbox"/>
T	C1402	[REDACTED]	Susan Matchett	<input checked="" type="checkbox"/>
T	C1402	[REDACTED]	Cristy Jones	<input checked="" type="checkbox"/>

6. On the next screen, use the drop down box to choose the following:

- Chart of Account T or S.
- Department code by Name and Department Level 5 code.
- Tab to Search Name-> enter the employee's name-> click search.
- Click on the employees R#.
- Once it populates in the Delegate ID, Click Save.

Add Department Delegate

COA:

Department Code:

Delegate ID:

Search Name:

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

Click on this R number here to add

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

Property Inventory

View, Edit, Transfer, Remove Inventory Annual Certification

Department:

Organization:

Department Inventory:

Custodian: Jennifer Branch Delegate(s): Roxanne Buchanan, Cristy Jones

8. To inactivate the delegate access, click the blue check mark next to the delegate(s) name. Once the radio button is clicked, the delegate will no longer show on the main page of the inventory list and they will not have access to approve inventory certifications or transfers.

Department Delegate

Add Delegate  Show Inactive

COAS	Dept Code	Delegate ID	Name	Action
T	C1402	R05790014	Roxanne Derrick	<input checked="" type="checkbox"/>
T	C1402	R05909360	Susan Matchett	<input checked="" type="checkbox"/>
T	C1402	R11427042	Cristy Jones	<input checked="" type="checkbox"/>

Searching for Fixed Assets [\(Click to return to TOC\)](#)

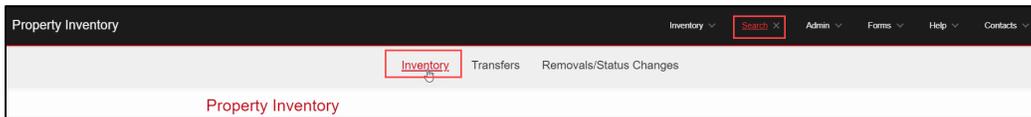
The Property Inventory System allows the user to search assets by Tag Number, Category, Serial Number, Institution, Department, Organization, and Building/Room location.

Select the correct Institution (T or S) for each type of search.

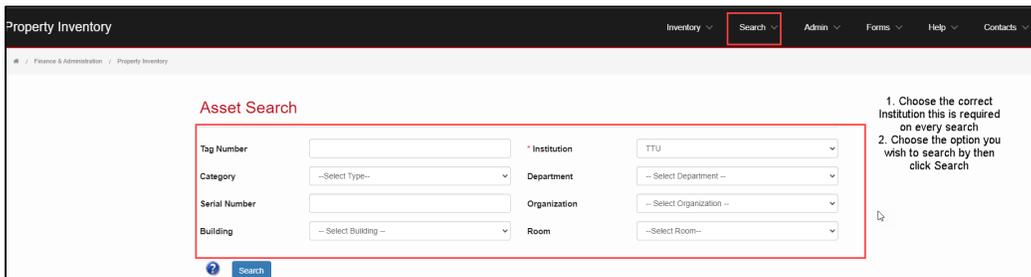
- Searching by location requires both the building and room location to be selected.
- If an asset has already been deleted from inventory, it will not populate on the inventory list but will pull into a search.

Tag Number	Serial Number	Manufacturer	Model	Description	Room	Acquisition Date	COAS	Department	Orgn	Property Custodian	Category
289095	632022400140	CANON	HFG 20	CAMCORDER P0369769	Remote Inventory	5/6/2015	T	Property Surplus	C13013	Todd Smith	130 VCAM Portable Cameras

1. To access the search function, click on **Search** on the top menu bar.
2. Click on the Inventory link in the second menu bar that populates.



3. On the next screen, choose the correct Institution (TTU or TTUS)
4. Choose the option you wish to search by and enter the data.
5. Click Search.



Asset Search

1. Choose the correct Institution this is required on every search
2. Choose the option you wish to search by then click Search

Tag Number:
 Category: --Select Type--
 Serial Number:
 Building: -- Select Building --
 Institution: TTU
 Department: -- Select Department --
 Organization: -- Select Organization --
 Room: --Select Room--

6. The search results will display with all the relevant data. See the example below.

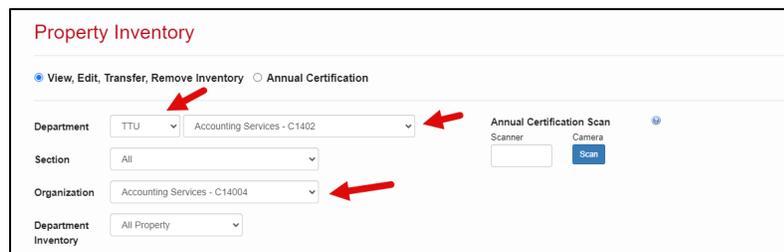
Tag Number	Serial Number	Manufacturer	Model	Status	Description	Room	Acquisition Date	COAS	Department	Orgn	Property Custodian	Category
302791	Z70U01RS850Z71	NEULINE INTERACTIVE	TRU TOUCH 700		TOUCHSCREEN DISPLAY P06446003	McClellan Room 101	8/30/2018	T	Honors College	B58000	Jill Hernandez	131 TELV TV/Video Player/Recorder
306288	7CWRNY2	DELL	7470		OPTIPLEX 7470 TOWER P0739110	McClellan Room 101	8/9/2019	T	Honors College	B58000	Jill Hernandez	204 PC Computers Desktop

Transfer processes for Initiation, Approving, Surplus and Searching ([Click to return to TOC](#))

Transfer of assets between departments under the same chart of accounts should be processed using the Property Inventory System transfer process. The steps are provided below and are also available in a short training video available on the Property Management website [Property Transfer Video](#).

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

1. Verify the asset to be transferred is being transferred between two departments under the same chart of accounts (T/S).
2. Verify that the asset's original Building and Room locations are entered, as they are required to be able to initiate a transfer.
3. Go into Property Inventory and select the department and organization that the asset(s) are to be transferred from.



Property Inventory

View, Edit, Transfer, Remove Inventory Annual Certification

Department: TTU Accounting Services - C1402

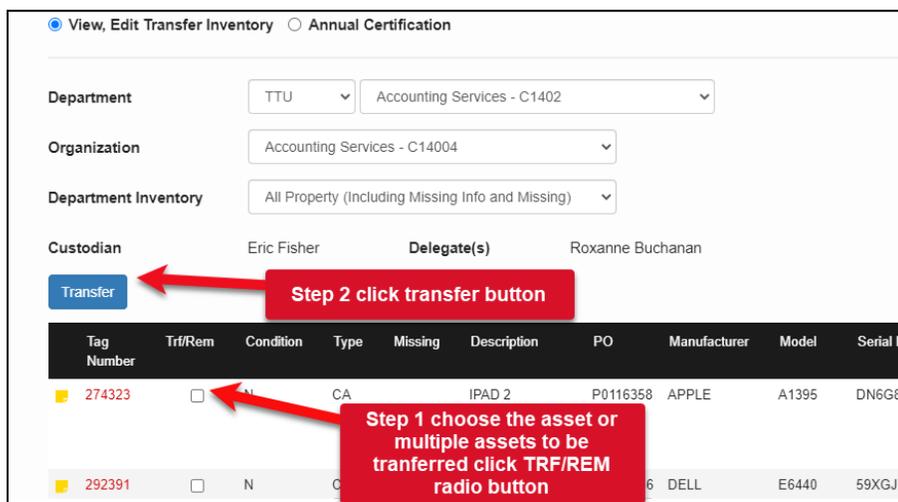
Section: All

Organization: Accounting Services - C14004

Department Inventory: All Property

Annual Certification Scan Scanner Camera Scan

4. Locate the asset on the inventory list.
5. Click the Trf/Rem radio button next to the asset number.
6. Click the **Transfer** button.



View, Edit Transfer Inventory Annual Certification

Department: TTU Accounting Services - C1402

Organization: Accounting Services - C14004

Department Inventory: All Property (Including Missing Info and Missing)

Custodian: Eric Fisher Delegate(s): Roxanne Buchanan

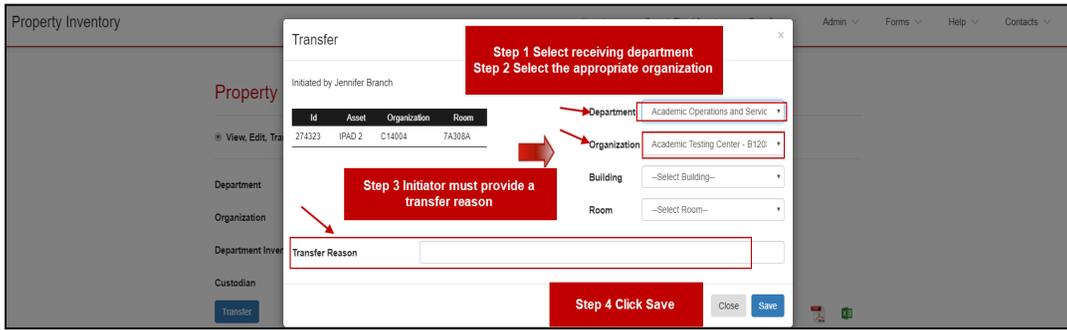
Transfer

Step 2 click transfer button

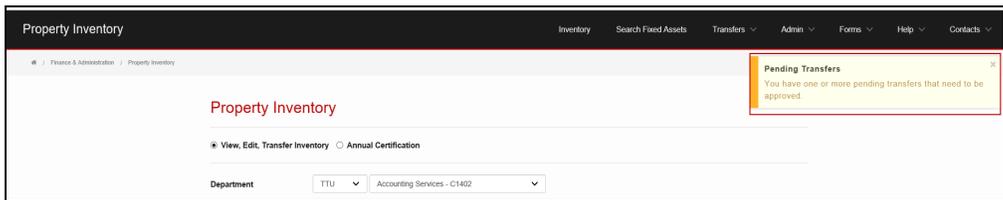
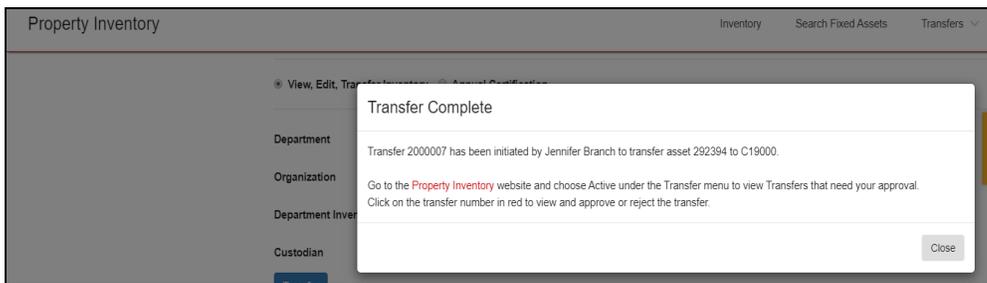
Tag Number	Trf/Rem	Condition	Type	Missing	Description	PO	Manufacturer	Model	Serial N
274323	<input type="checkbox"/>	N	CA		IPAD 2	P0116358	APPLE	A1395	DN6G8
292391	<input type="checkbox"/>	N	C			6	DELL	E6440	59XGJ7

Step 1 choose the asset or multiple assets to be transferred click TRF/REM radio button

7. The transfer form will populate and will include the Tag Number, Description, current Orgn and current Room location of the asset. Displayed on the right side are drop down menus to select the **receiving** Department and Orgn for the transfer. The **receiving** department will update the Building and Room locations; thus, they are not required for the initiator to enter.
8. Click **Save** to initiate the transfer.



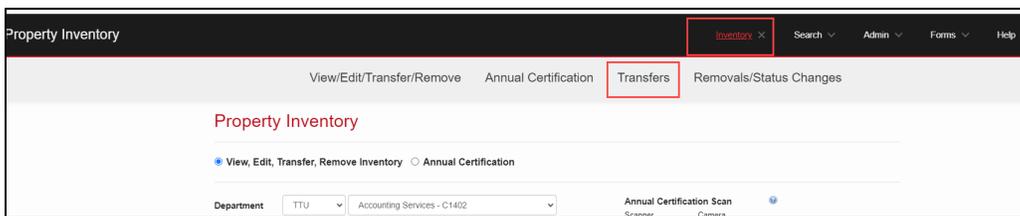
9. A confirmation page will pop up providing the transfer ID number. An automated email routes to the receiving department’s Property Custodian and Delegate and a new pop-up notice will be visible on their inventory when logging into the PIS. Examples are below.



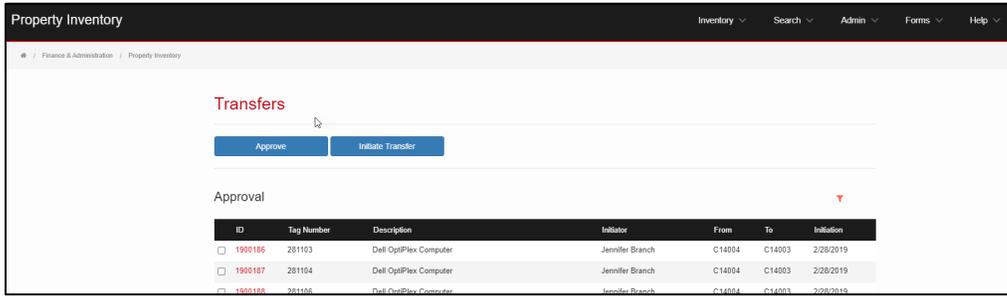
Active Transfers ([Click to return to TOC](#))

Active Transfers will show under the Transfer tab for the initiator. Once the request is submitted, the custodian and delegate of the receiving department will receive an email and will see a Pending Transfers notice in the upper right corner when signing into the PIS. Property Management recommends that the initiator monitor the transfers regularly and contact the receiving department if not completed. All active transfers must be completed before the annual certification can be submitted.

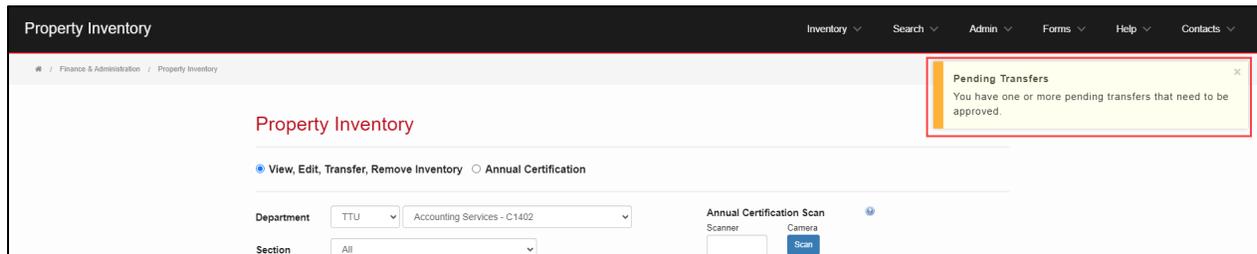
1. Click on the Inventory link in the black ribbon. The second ribbon will populate.
2. Click on the Transfers In.



3. The active transfer list will populate.



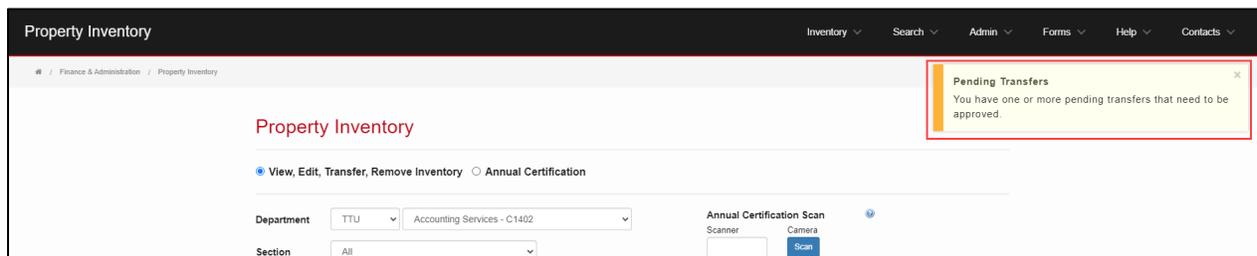
- The Receiving department Custodian and Delegate will receive an automated email and will see the below message in the PIS that a transfer needs to be approved.



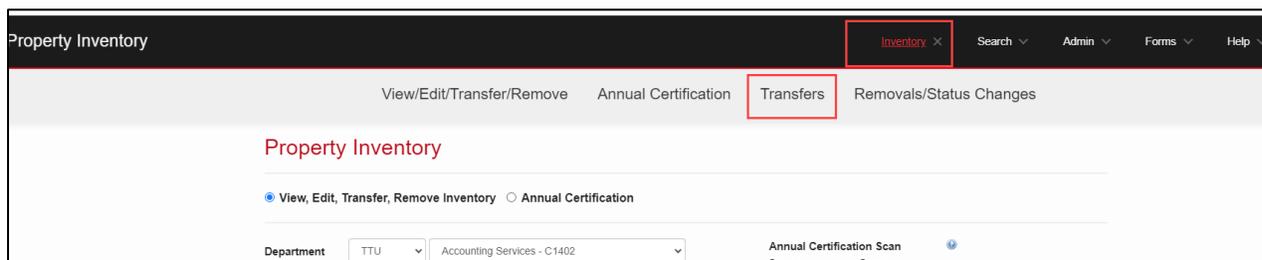
Approving Transfers [\(Click to return to TOC\)](#)

Asset transfers should be approved in a timely manner and must be clear before annual certifications may be submitted.

- To access the pending transfer, go into the PIS, click the Pending Transfer box in the right top corner.



- The Transfer may also be located by using the Inventory link and clicking on Transfers in the additional ribbon that will show.



- To approve (receive) a transfer, click on the red transfers ID.

Approval

ID	Tag Number	Description	Initiator	From	To	Initiation
<input type="checkbox"/> 1900186	281103	Dell OptiPlex Computer	Jennifer Branch	C14004	C14003	2/28/2019

4. Verify that the asset building and room location are added.

Transfer - 1900186

Initiated by Jennifer Branch on 2/28/2019

Id	Asset	Organization	Room
281103	Dell OptiPlex Computer	C14004	7A0214

The building and room location is required to complete the approval

Department: --Select Department--

Organization: C14003 - Cash and Credit Mana

Building: 6U - 0555 INST FOR ENVIRO H

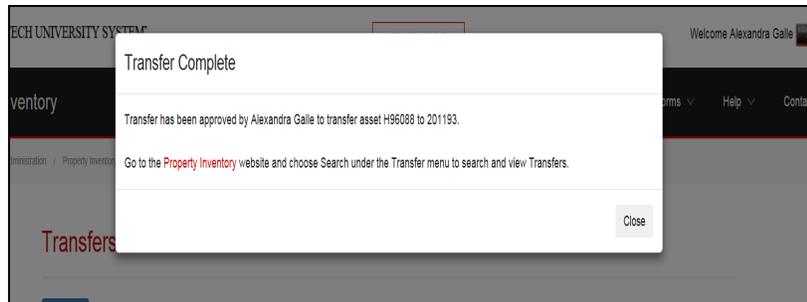
Room: Inst For Environmtl Human Hlth 1C

Transfer Reason: test transfer back to UFS

Reject Comments:

Close Reject Transfer Approve

- If all the information is complete, then click the approve button.
- Once the approval is completed, a confirmation screen will populate indicating the transfer is complete and an automated email routes to the initiator.



- To reject a transfer, click **Reject Transfer**. Enter a rejection reason. Once rejected, an automated email notifies the initiator that the transfer was not completed.

Transfer - 1900186

Initiated by Jennifer Branch on 2/28/2019

Id	Asset	Organization	Room
281103	Dell OptiPlex Computer	C14004	7A0214

Department: --Select Department--

Organization: C14003 - Cash and Credit Mana

Building: --Select Building--

Room: --Select Room--

Transfer Reason: test transfer back to UFS

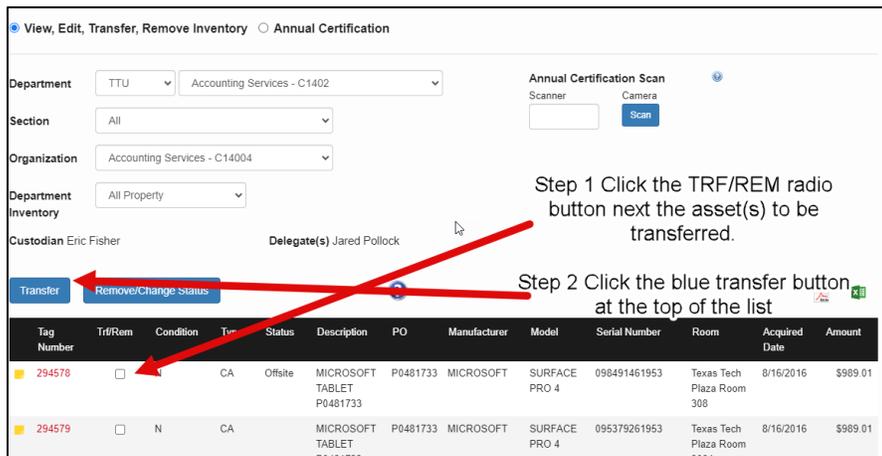
Reject Comments:

Close Reject Transfer Approve

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

Surplus is under the management of the Operations Division of Planning and Admin Department (C2006). Please reference [TTU OP 63.07 Disposal of Surplus, Obsolete, or Uneconomically Repairable Inventory](#), and visit the [Surplus](#) website for further instruction once the transfer is processed.

1. Before a transfer can be completed, the asset must have the original location assigned.
2. Review to make sure the asset has not been reported missing. If the asset status is missing, the department should submit the [Missing Property Return form in the PIS](#) before submitting the transfer.
3. The transfer to Surplus C20061 must be initiated in the PIS before the assets may be picked up by the Operations Division Surplus team.
4. Once an asset or multiple assets are selected, click the radio button under the TRF/REM column.
5. Click the blue transfer button at the top of the list.



View, Edit, Transfer, Remove Inventory Annual Certification

Department: TTU Accounting Services - C1402
 Section: All
 Organization: Accounting Services - C14004
 Department Inventory: All Property
 Custodian: Eric Fisher
 Delegate(s): Jared Pollock

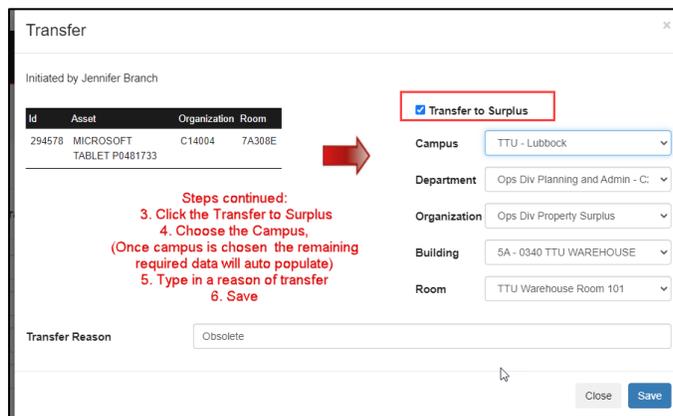
Annual Certification Scan: Scanner Camera Scan

Step 1 Click the TRF/REM radio button next the asset(s) to be transferred.

Step 2 Click the blue transfer button at the top of the list

Tag Number	TrfRem	Condition	Ter	Status	Description	PO	Manufacturer	Model	Serial Number	Room	Acquired Date	Amount
294578	<input type="checkbox"/>	CA	Offsite		MICROSOFT TABLET P0481733	P0481733	MICROSOFT	SURFACE PRO 4	098491461953	Texas Tech Plaza Room 308	8/16/2016	\$989.01
294579	<input type="checkbox"/>	N	CA		MICROSOFT TABLET P0481733	P0481733	MICROSOFT	SURFACE PRO 4	095379261953	Texas Tech Plaza Room 308	8/16/2016	\$989.01

6. On the next screen, click the Transfer to Surplus radio button.
7. Select the campus.



Transfer

Initiated by Jennifer Branch

Id	Asset	Organization	Room
294578	MICROSOFT TABLET P0481733	C14004	7A308E

Steps continued:
 3. Click the Transfer to Surplus
 4. Choose the Campus,
 (Once campus is chosen the remaining required data will auto populate)
 5. Type in a reason of transfer
 6. Save

Transfer Reason: Obsolete

Transfer to Surplus

Campus: TTU - Lubbock
 Department: Ops Div Planning and Admin - C:
 Organization: Ops Div Property Surplus
 Building: 5A - 0340 TTU WAREHOUSE
 Room: TTU Warehouse Room 101

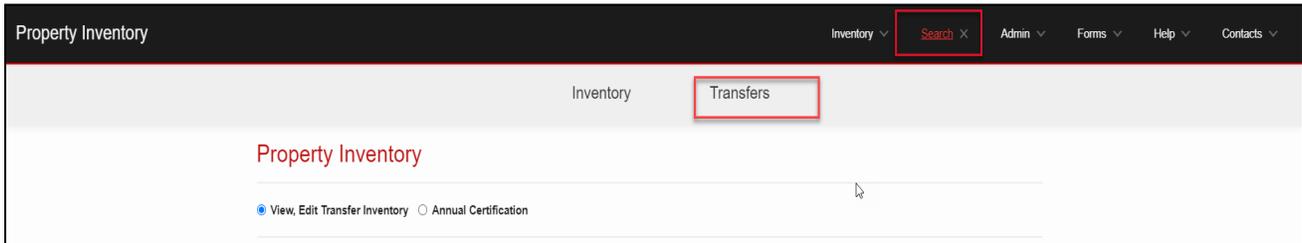
Close Save

8. Once the campus is selected the PIS will automatically enter the Department, Organization, Building and Room information for Surplus.
9. Type in the transfer reason then click save. The transfer will route to Surplus for approval.
10. Visit the [Surplus](#) website for further instruction once the transfer is processed.

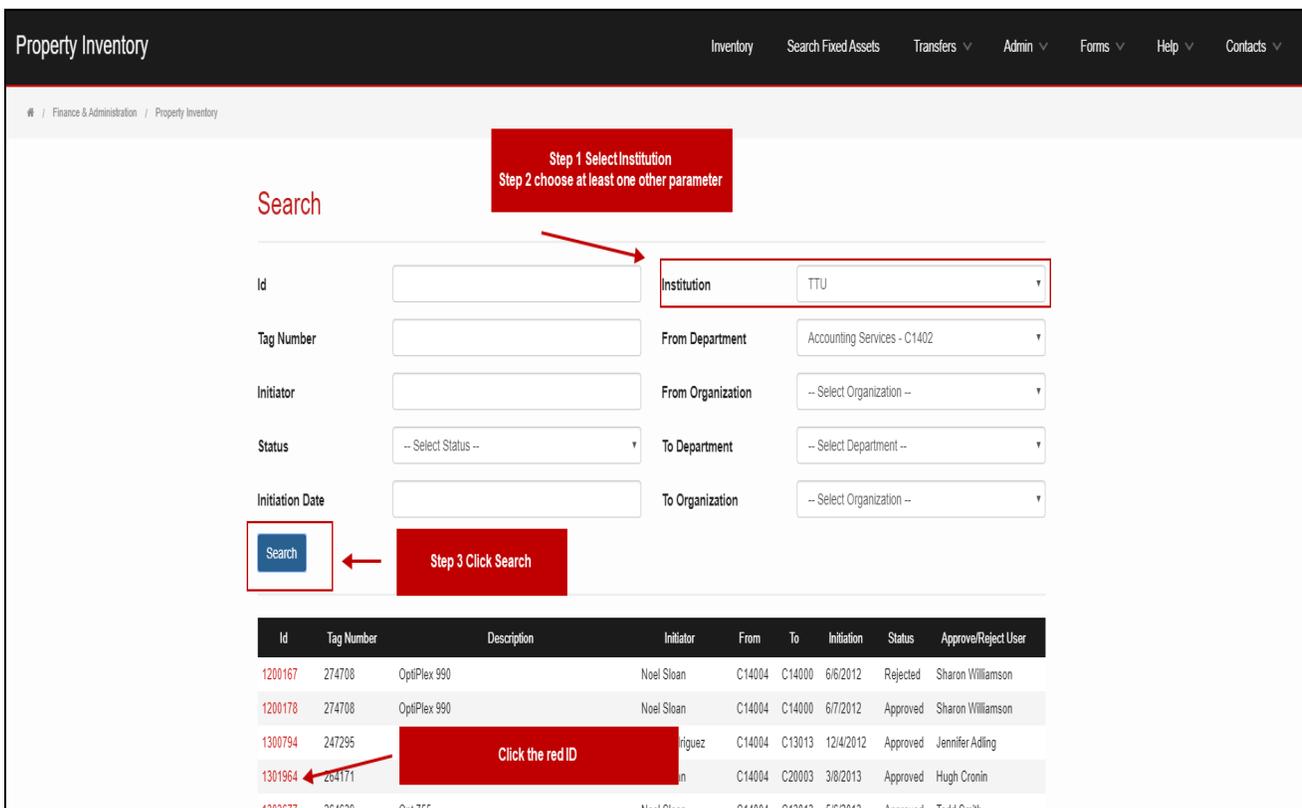
Search Transfers [\(Click to return to TOC\)](#)

The Search Transfer page allows users to enter parameters and click on Search to view a list of transfers. The institution and at least one search parameter is required. The search feature uses “AND” when more than one criterion is specified, so the results will match all criteria specified and not just one of the other. The percent symbol (%) may be used to help with a search. Enter desired search criteria and click **Search**.

1. Search Transfer is located under the Transfer link in the Property Inventory page ribbon, shown below.



2. Use the drop-down lists to choose the Institution and the transfer from organization. Click the red ID number to view the transfer.



The screenshot shows the 'Search' page for transfers. A red box highlights the 'Institution' dropdown menu, which is set to 'TTU'. A red arrow points to this dropdown with the text 'Step 1 Select Institution Step 2 choose at least one other parameter'. Another red box highlights the 'Search' button, with a red arrow pointing to it and the text 'Step 3 Click Search'. Below the search form is a table of search results. A red box highlights the ID '1301964' in the first column of the table, with a red arrow pointing to it and the text 'Click the red ID'.

Id	Tag Number	Description	Initiator	From	To	Initiation	Status	Approve/Reject User
1200167	274708	OptiPlex 990	Noel Sloan	C14004	C14000	6/6/2012	Rejected	Sharon Williamson
1200178	274708	OptiPlex 990	Noel Sloan	C14004	C14000	6/7/2012	Approved	Sharon Williamson
1300794	247295		riiguez	C14004	C13013	12/4/2012	Approved	Jennifer Adling
1301964	264171		in	C14004	C20003	3/8/2013	Approved	Hugh Cronin
1303677	264639	Opt 755	Noel Sloan	C14004	C13013	5/6/2013	Approved	Todd Smith

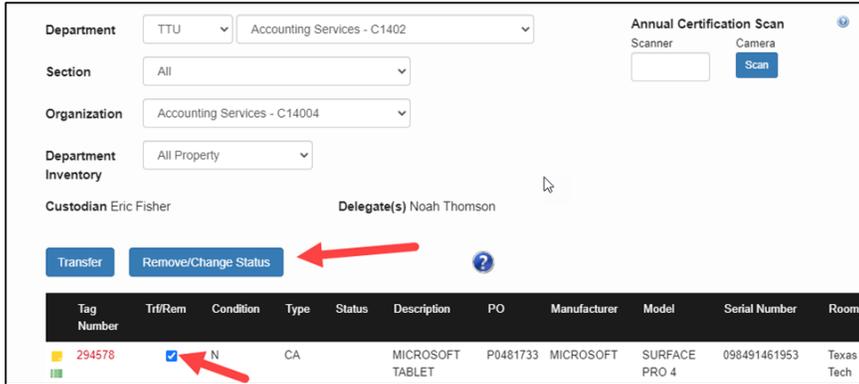
The transfer details will populate the screen.

Remove/Change Status [\(Click to return to TOC\)](#)

There are multiple options for initiating a removal or change of status for an asset on a department inventory list. The below steps show how to process each option.

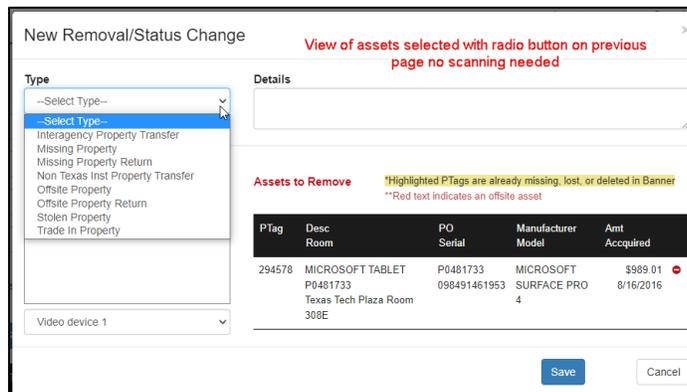
Removal of asset from inventory:

1. Check the Trf/Rem radio box next to the asset(s) number(s) in the inventory list.



Tag Number	Trf/Rem	Condition	Type	Status	Description	PO	Manufacturer	Model	Serial Number	Room
294578	<input checked="" type="checkbox"/>	N	CA		MICROSOFT TABLET	P0481733	MICROSOFT	SURFACE PRO 4	098491461953	Texas Tech

2. Click on the Remove/Change Status box. The Removal/Status Change page will populate all data.



New Removal/Status Change View of assets selected with radio button on previous page no scanning needed

Type: --Select Type--

- Select Type--
- Interagency Property Transfer
- Missing Property
- Non Texas Inst. Property Return
- Offsite Property
- Offsite Property Return
- Stolen Property
- Trade In Property

Video device 1

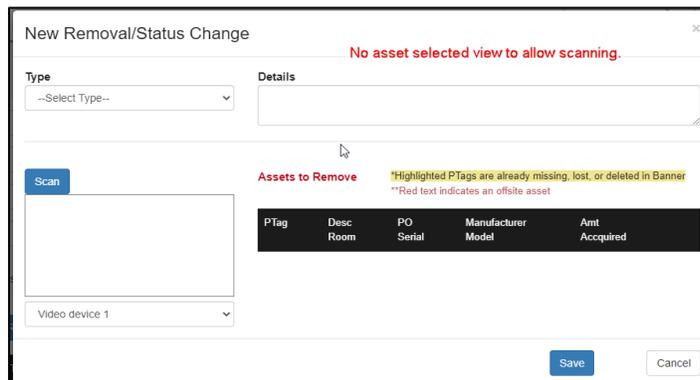
Details

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
294578	MICROSOFT TABLET P0481733 Texas Tech Plaza Room 308E	P0481733 098491461953	MICROSOFT SURFACE PRO 4	\$989.01 8/16/2016

Save Cancel

3. The scanning procedure may be used by clicking the Remove/Change Status button without first selecting any assets.
4. Click the Scan button, and then scan the barcode of asset(s) to be removed or changed. As items are scanned, information will populate in the Assets to Remove section of the New Removal/Status Change page.



New Removal/Status Change No asset selected view to allow scanning.

Type: --Select Type--

Video device 1

Details

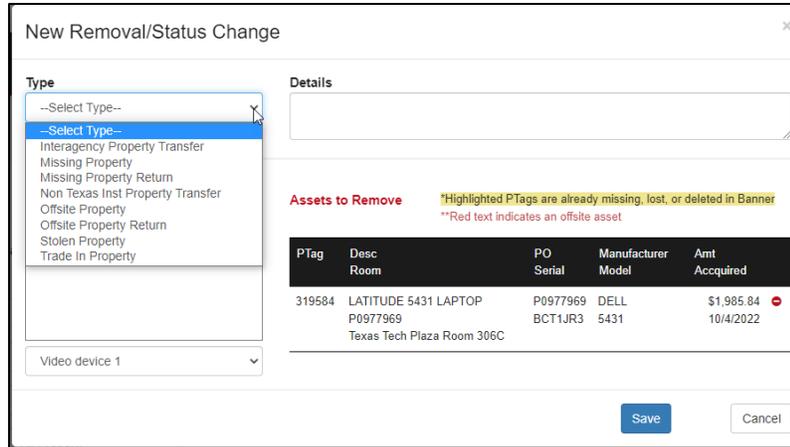
Assets to Remove *Highlighted PTags are already missing, lost, or deleted in Banner
**Red text indicates an offsite asset

PTag	Desc Room	PO Serial	Manufacturer Model	Amt Acquired
------	-----------	-----------	--------------------	--------------

Scan

Save Cancel

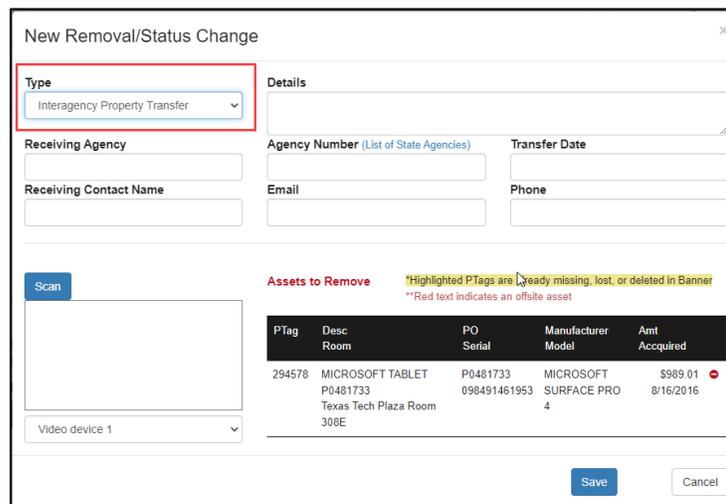
5. Select the Type of form from the drop-down list.



The screenshot shows the 'New Removal/Status Change' form. The 'Type' dropdown menu is open, displaying the following options: --Select Type--, Interagency Property Transfer (highlighted), Missing Property Return, Non Texas Inst Property Transfer, Offsite Property, Offsite Property Return, Stolen Property, and Trade In Property. The 'Assets to Remove' table below shows one 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

- **Interagency Property Transfer Out** ([Click to return to TOC](#)) – Select this option for transfers to another Texas State Agency (Transfers between Charts T, S, H and E). A link to a List of State Agencies is included. All information boxes must be completed to be submitted. This is only available for assets being sent out of T or S chart inventory. For assets being transferred in, the manual interagency transfer form is required. Fill out each section completely and in the details include where the asset is going and for how long.



The screenshot shows the 'New Removal/Status Change' form with 'Interagency Property Transfer' selected in the 'Type' dropdown. The 'Receiving Agency' section includes fields for 'Receiving Agency', 'Receiving Contact Name', 'Agency Number (List of State Agencies)', 'Email', 'Transfer Date', and 'Phone'. The 'Assets to Remove' table below shows one asset:

PTag	Desc Room	PO Serial	Manufacturer Model	Amt Acquired
294578	MICROSOFT TABLET P0481733 Texas Tech Plaza Room 308E	P0481733 098491461953	MICROSOFT SURFACE PRO 4	\$989.01 8/16/2016

- **Non-Texas Institution Property Transfer** ([Click to return to TOC](#)) – 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, please enter the Grant ID for Research Accounting to verify the transfer/disposition requirements withing the contract. Further approvals will need to be obtained and attached in the request or emailed to Property.Managment@ttu.edu per Operation Policies 63.08 and 65.14. All information boxes must be completed to be submitted. Contact Property Management for additional questions.

New Removal/Status Change

Type: Non Texas Inst Property Transfer

Receiving Institution/Agency Name:

Grant ID:

Contact Name: Email: Phone:

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
294578	MICROSOFT TABLET P0481733 Texas Tech Plaza Room 308E	P0481733 098491461953	MICROSOFT SURFACE PRO 4	\$989.01 8/16/2016

Video device 1

Save Cancel

- Stolen Property** ([Click to return to TOC](#)) – Select this option for items that were stolen. Completion of the Negligence Statement and thorough **Details** related to the stolen item(s) are required along with a copy of the police report. All information boxes must be completed to be submitted.

New Removal/Status Change

Type: Stolen Property

Details:

Negligence Statement
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.

Police Report
 No file chosen

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
294578	MICROSOFT TABLET P0481733 Texas Tech Plaza Room 308E	P0481733 098491461953	MICROSOFT SURFACE PRO 4	\$989.01 8/16/2016

Video device 1

Save Cancel

- Trade-In Property** ([Click to return to TOC](#)) – Select this option when the department is using existing assets as a trade-in towards a new asset. Include thorough **Details** including the requisition number and product information for the new asset, trade-in credit amount received. The **Pickup Date** should be the date that the old item was removed from campus. The request can be saved and will route to the Property Custodian/Delegate without the Pickup date. However, the Property Custodian/Delegate must enter the pickup date prior to the approval.

New Removal/Status Change

Type: Trade In Property

Details:

Requisition Number for Trade In:

PO Number: Pick Up Date:

New Items from Requisition

Line #	Product Description	Unit Price	Applied Trade-In
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Scan:

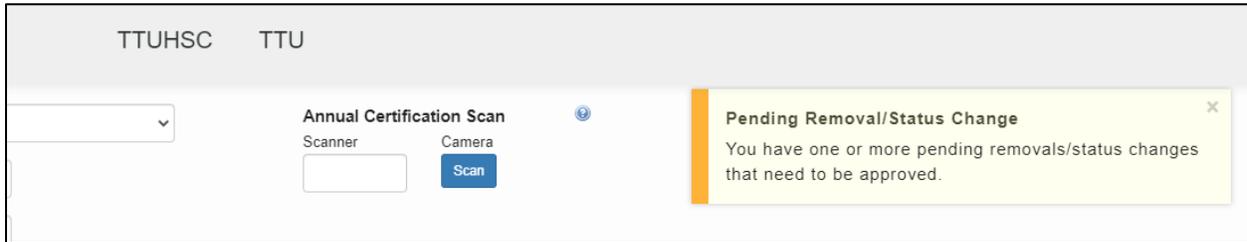
Assets to Remove: ***Highlighted PTags are already missing, lost, or deleted in Banner**
**Red text indicates an offsite asset

PTag	Desc Room	PO Serial	Manufacturer Model	Amt Acquired
294578	MICROSOFT TABLET P0481733 Texas Tech Plaza Room 308E	P0481733 098491461953	MICROSOFT SURFACE PRO 4	\$989.01 8/16/2016

Video device 1

Save Cancel

When data entry is complete for the removal types, click save and the request will be routed to the department Custodian and Delegate for approval. 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 approved.



- Once approved by the custodian and delegate they route to Property Management for final processing. Contact Property.Management@ttu.edu for any questions.

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

- **Missing Property** Select for asset(s) that cannot be located. Completion of the Negligence Statement and thorough **Details** related to the missing item(s) is required. In the **Details** box, note the steps that were processed to make every effort to locate the asset. Due diligence must occur to try to find the asset. Recommendations for this include reviewing the original PO or PCard transaction to locate the user, contact all faculty and staff in the department that may have been associated with the asset, and looking wall to wall in the building to look for the asset(s). Contact Property Management for additional guidance when needed. The missing request will be returned if the details are not thorough and complete.
 - Please be aware the asset(s) will have the missing status in the inventory list and the asset will remain in inventory for two years before being removed as lost or unaccounted for. Property Management will assist and notify departments when researching and verifying the missing assets before processing the disposition.

New Removal/Status Change

Type

Missing Property

Details

Negligence Statement

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.

Scan

Assets to Remove

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

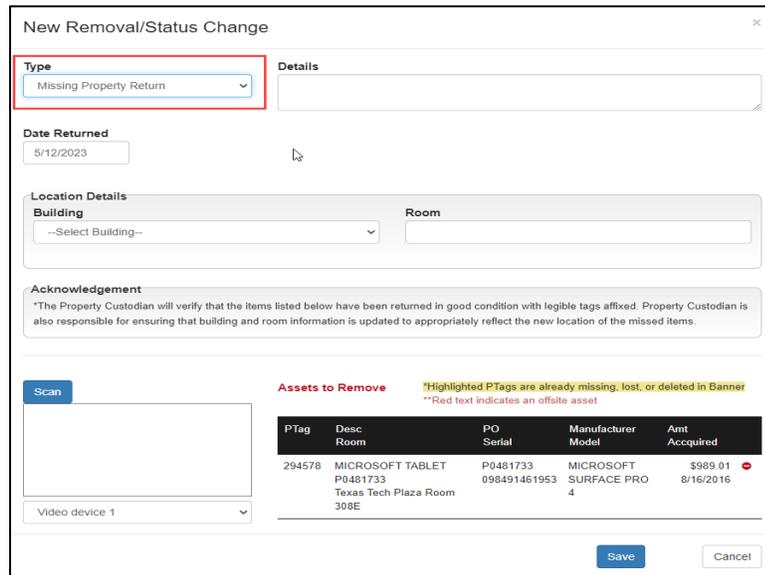
**Red text indicates an offsite asset

PTag	Desc Room	PO Serial	Manufacturer Model	Amt Acquired
294578	MICROSOFT TABLET P0481733 Texas Tech Plaza Room 308E	P0481733 098491461953	MICROSOFT SURFACE PRO 4	\$989.01 0/16/2016

Video device 1

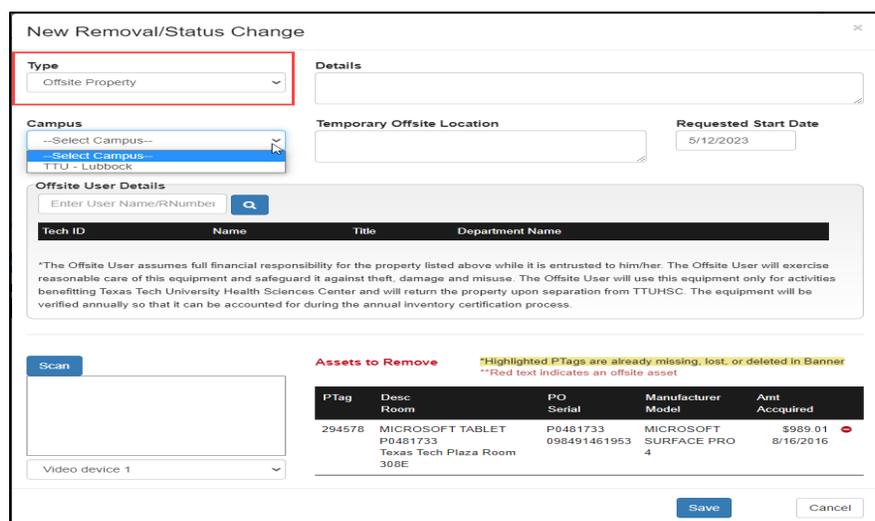
Save Cancel

- [Missing Property Return](#) -Select for assets found previously reported missing. The location should be added, and a picture emailed to Property Management showing the asset tag and serial number of the asset. Property Management will be available to visually inspect the asset if a picture cannot be obtained or if there is a large number of assets. The Property Custodian or Delegate should verify the item(s) returned are in good condition, data for serial number and location is complete and that a legible inventory tag is affixed. If an asset is being sent to Surplus and it shows missing in the All-inventory list, submit the Missing Property Return form prior to the transfer to Surplus.



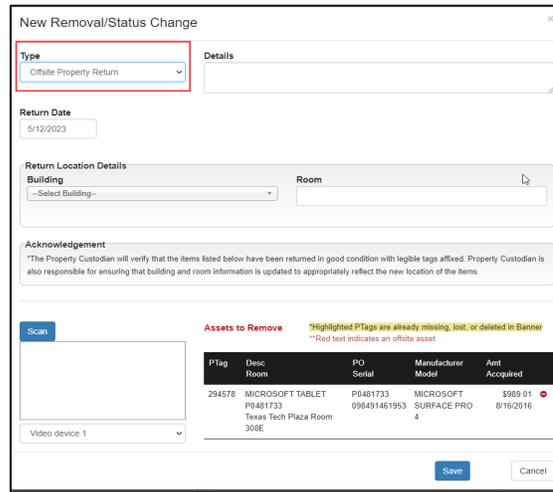
The screenshot shows the 'New Removal/Status Change' form with the 'Type' dropdown set to 'Missing Property Return'. The 'Date Returned' is 5/12/2023. The 'Location Details' section includes a 'Building' dropdown set to '--Select Building--' and an empty 'Room' field. The 'Acknowledgement' section contains a disclaimer. The 'Assets to Remove' table lists one asset: a Microsoft Surface Pro tablet with PTag 294578, PO 098491461953, and an acquisition date of 8/16/2016. A 'Scan' button and a 'Video device 1' dropdown are also visible.

- [Offsite Property](#) (Formerly known as the Temporary Use of Property Authorization form) – Assets that are frequently moving from one location to another or are taken off campus frequently or extended amounts of time. The status of the asset will be listed as offsite in the department’s inventory list. Detailed location information is required and the date of an ETA when the asset will return to campus should be included. Forms submitted with no details will be returned for correction.



The screenshot shows the 'New Removal/Status Change' form with the 'Type' dropdown set to 'Offsite Property'. The 'Campus' dropdown is set to 'TTU - Lubbock'. The 'Temporary Offsite Location' and 'Requested Start Date' (5/12/2023) fields are present. The 'Offsite User Details' section includes a search bar for 'Enter User Name/RNNumber' and a table with columns for Tech ID, Name, Title, and Department Name. The 'Assets to Remove' table is identical to the previous form, listing the Microsoft Surface Pro tablet. A 'Scan' button and a 'Video device 1' dropdown are also visible.

- **Offsite Property Return** -Assets returning to campus and no longer moved frequently or off campus for extended periods of time. The location of the asset must be added in the request to be submitted. This form is also needed to remove an offsite status if an asset is to be reported missing. The PIS will only allow one Status.

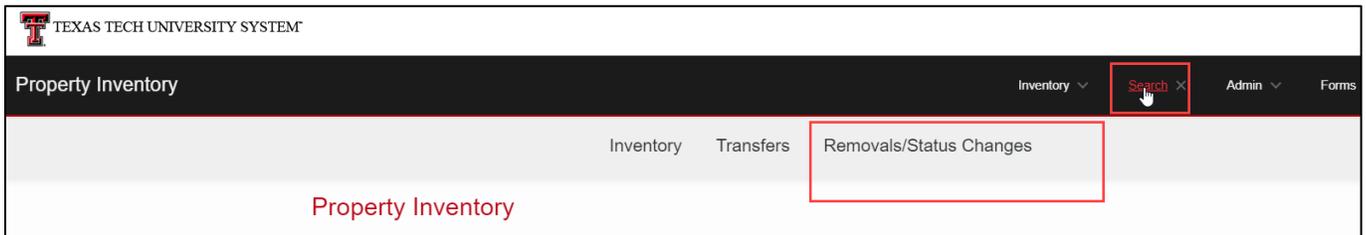


Once the selected form(s) is completed, click the save button. The form will be routed to the department custodian and delegate for review and approval. The custodian and delegate will receive an email indicating that there are pending status change requests to approve. A pending Removal/Change Status notice will also appear on the Inventory page of the Property Custodian and all Delegates in the PIS.

Removal/change requests except for the Offsite and Offsite Asset Return forms will be routed to Property Management for final processing. Be advised that the Offsite form on file in the PIS will meet the requirement of OP 63.08 for assets going out of state. For any questions contact property.management@ttu.edu.

Remove/Change Status Search

To search for forms in the PIS click on the Search link in the ribbon. Then choose the Removals/Status Changes link.



1. Select the Institution (required)
2. Then the search may be processed of one of more of the below:
 - a. Form ID
 - b. Type
 - c. Status
 - d. From Organization
 - e. Tag number

Removal/Status Change Search

ID Institution

Type From Orgn

Status Tag Number

Type:

Removal/Status Change Search

ID Institution

Type From Orgn

Status Tag Number

--Select Type--

Discarded Property

Interagency Property Transfer

Missing Property

Missing Property Return

Non Texas Inst Property Transfer

Offsite Property

Offsite Property Return

Stolen Property

Surplus Sale Property

TCI Property Transfer

Trade In Property

List of forms in the PIS will populate. To see who and when a request was submitted and approved, click on the approved icon under the Status column.

Removal/Status Change Search

ID Institution

Type From Orgn

Status Tag Number

ID	Type	Orgn	Info	Status
2300124	Missing Property	C12000	Employee asked an IT tech last year to see if they could fix the tablet as it wasn't working. Budget and IT have looked for it but can't find it.	Approved 
2300143	Missing Property	B56111	All of the laptops in this PO are being surpluses. This is the last one we could not find and need to mark as missing. If we find it during our sweep of the area, I will change the status and mark it for surplus.	Approved 
2300160	Missing Property	B56007	These should have been reported last year as missing. They were thrown away by students who didn't know they had to be surplused.	Approved 
2300165	Missing Property	B53005	This device can no longer be found, we are all new management.	Approved 

The example below is how the information will populate.

Removal 2300124 - Status History and Signatures

Status History

Status	Date-Time	User	Comment
APV	2/16/2023 10:56:06 AM	Jennifer Branch	
SUB	2/16/2023 10:32:51 AM	Crista McCune	
SAV	2/16/2023 10:30:41 AM	Jodi Coen	

Custodian Signature
Crista McCune 2/16/2023 10:32:51 AM

To search by Status, choose one of the options below:

Removal/Status Change Search

ID: Institution:

Type: From Orgn:

Status: Tag Number:

ID	Type	Orgn	Info	Status
2300124	Missing	C12000	Employee asked an IT tech last year to see if they could fix the tablet as it wasn't working. Budget and IT have looked for it but can't find it.	Approved

Searching by the department organization code or asset tag number is the most efficient way to process the search. This will reduce the number of documents to be reviewed. To open the forms, click on the red ID

Removal/Status Change Search

ID: Institution:

Type: From Orgn:

Status: Tag Number:

ID	Type	Orgn	Info	Status
2300568	Offsite Property	C14004	Laptop may move from department office and home residence during WFH hours. This will be updated each fiscal year.	Approved

Annual Certification [\(Click to return to TOC\)](#)

The Annual Certification is a two-step process. Inventory must be submitted and then approved in the PIS. Prior to submitting the department annual certification, review all reports and make sure to complete any necessary edits and transfers. Please keep in mind to verify manual updates submitted to Property Management and that they reflect in the inventory reports before submitting the certification. Be advised these changes could take several days. Resources to help support departments with the certification process are linked below.

[Property Inventory Checklist](#)

[Property Inventory Annual Certification Video 1](#)

[Property Inventory Reviewing Reports Video 2](#)

[Updating Data in the Property Inventory System Video 3](#)

Annual Certification Submission, Scanning and Approval

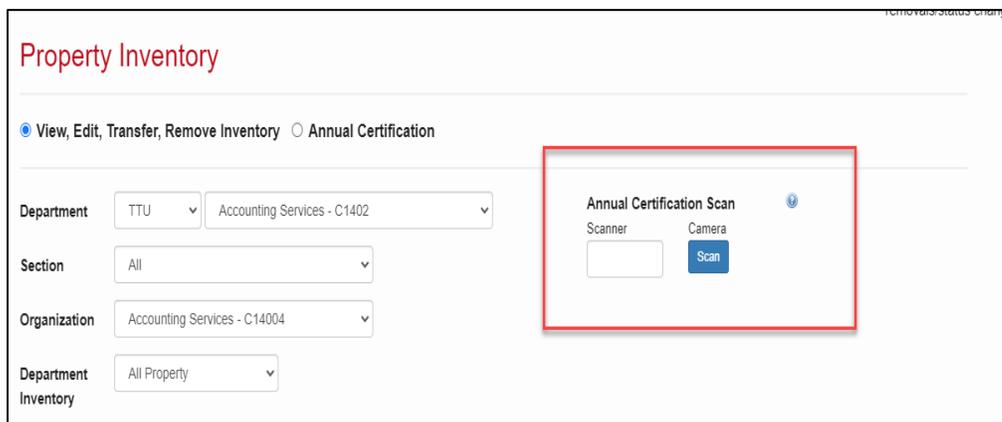
As of FY2023 The Property Inventory System has been updated to allow Annual Certification Scanning. It is recommended that the department purchase handheld scanners that will connect to your computing devices to help expedite inventory certifications. Multiple suggestions are below and may be purchased through Amazon:

- NADAMOO Model Bur 3076 Wireless Barcode Scanner
- AML LDX10 Batch Mobile Computer.
- EYOYO Mini 1D Bluetooth Barcode Scanner

The scanning process does not have the capability to make updates to assets such as the serial number and location. Those will still need to be done manually. Future plans are to have the system upgraded to allow this process.

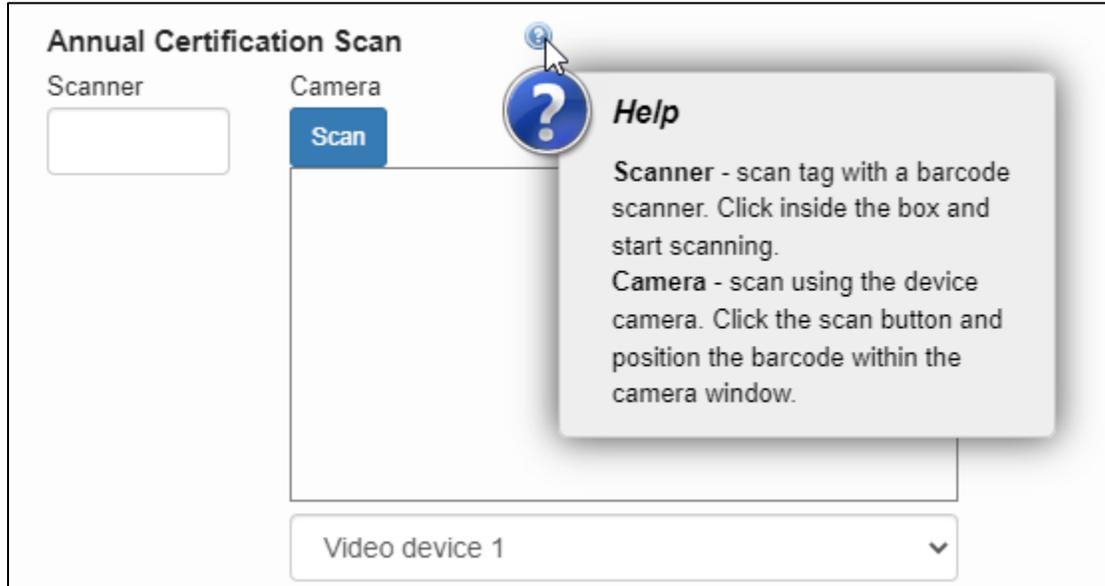
Scanning Assets for Certification [\(Click to return to TOC\)](#)

1. Sign into the Property Inventory System on your device, <https://www.fiscal.ttuhs.edu/propinv/>
2. Once logged in you will see the scanner on the screen the below:



The screenshot displays the 'Property Inventory' web application interface. At the top, there is a navigation bar with the title 'Property Inventory' and a sub-menu with options: 'View, Edit, Transfer, Remove Inventory' (selected) and 'Annual Certification'. Below the navigation bar, there are several dropdown menus for filtering: 'Department' (TTU, Accounting Services - C1402), 'Section' (All), 'Organization' (Accounting Services - C14004), and 'Department Inventory' (All Property). On the right side of the screen, a modal window titled 'Annual Certification Scan' is open, featuring a 'Scanner' input field, a 'Camera' input field, and a blue 'Scan' button. A red rectangular box highlights the 'Annual Certification Scan' modal.

- If using a device with a camera for scanning, click on the **Scan** button, allow the system to access the camera on your device. Scanning with a camera may be a little delayed, so allow extra time for it to process.
- If using a scanner, make sure the scanner is connected to your device and place the cursor in the blank box under the word **Scanner**.
- Scan the barcode on the inventory tag.



- When an item has been successfully scanned, a green barcode icon will appear just below the note icon under the asset number in the PIS inventory list. In addition, the exportable Excel and PDF document that will show in column(L) labelled **Certified** will show value of **True** indicating as asset was successfully scanned and a value of **False** indicating if it was not.



Tag Number	Organization	Condition	Type	Status	Purchase Order	Description	Manufacturer	Model	Serial Number	Note	Certified	Room Description	Acquired Date	Amount
294578	C14004	N	CA	Offsite	P0481733	MICROSOFT TABLET P0481733	MICROSOFT	SURFACE PRO 4	098491461953	Sherrelle's Office	TRUE	Texas Tech Plaza Room 308E	8/16/2016	989.01
294579	C14004	N	CA		P0481733	MICROSOFT TABLET P0481733	MICROSOFT	SURFACE PRO 4	095379261953		TRUE	Texas Tech Plaza Room 308	8/16/2016	989.01
295011	C14004	N	CA		P0486381	MICROSOFT TABLET P0486381	MICROSOFT	SURFACE PRO 4	095229161953		TRUE	Texas Tech Plaza Room 308	8/28/2016	989.01
295524	C14004	N	CA		P0496476	LATITUDE LAPTOP P0496476	DELL	E6440	5HJZPC2		TRUE	Texas Tech Plaza Room 308	10/9/2016	1353.33
295790	C14004	N	CA		P0503475	LATITUDE LAPTOP P0503475	DELL	E6440	GS6RSC2		TRUE	Texas Tech Plaza Room 308	11/8/2016	1218.99
295791	C14004	N	CA		P0503475	LATITUDE LAPTOP P0503475	DELL	E6440	3YWFSC2		TRUE	Texas Tech Plaza Room 308	11/8/2016	1218.99

- If a scan is not successful, an error may pop up and may be due to the following:
 - If the asset tag is illegible a cannot be scanned. Contact Property Management for a replacement.
 - Manually enter the tag number in the scanner text box and hit enter on the keyboard to certify the asset. There is a limit to how many manual entries can be made. Please make sure to try scanning first.
 - If a scanned asset is not in the selected department or organization code.
 - Check to see if the asset is associated with another organization within the current department and select that organization.

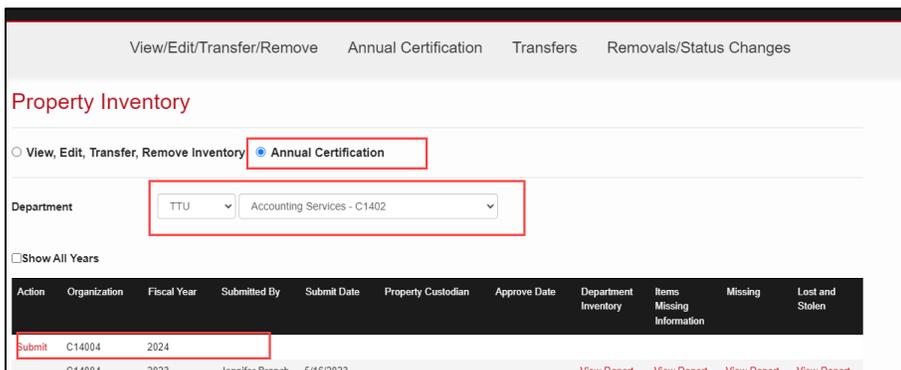
2. If it is not in an organization under the department, search for the tag number (Search, Inventory) to determine which departmental listing includes the item. That department can transfer the item to the correct organization, if needed, allowing for scanning. Assets should be on the organization that is using and managing an asset.
 - The scanned asset is marked as missing, lost, or deleted.
 1. If missing, submit the Missing Property Return form under Removal/Status Change.
 2. If lost or deleted, contact Property Management.
 - The scanned asset has already been certified. If the asset is already successfully scanned, no further action is needed.
7. After all assets are scanned for the department the custodian or delegate will need to complete the submission and final approval by June 30th.

Notes:

1. The scanning functionality will allow offsite workers to scan the barcode on their equipment and will eliminate 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.
2. Currently, the only functionality associated with the scan feature is scanning of asset tags for the Annual Certification process. Enhancements will be added in the future with additional features that would allow updates to location and/or serial number.
3. The goal is to make scanning a requirement for all Annual Certifications in future years as the functionality is refined.

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

1. On the Property Inventory Page, click on **Annual Certification**.
2. Click submit next to the current year.



3. All listed reports must be reviewed for complete and accurate data before approval is allowed. Instructions for these reviews are below or [short training videos](#) on the Property Management website are available.

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

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 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.

Eric Fisher is currently 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](#).

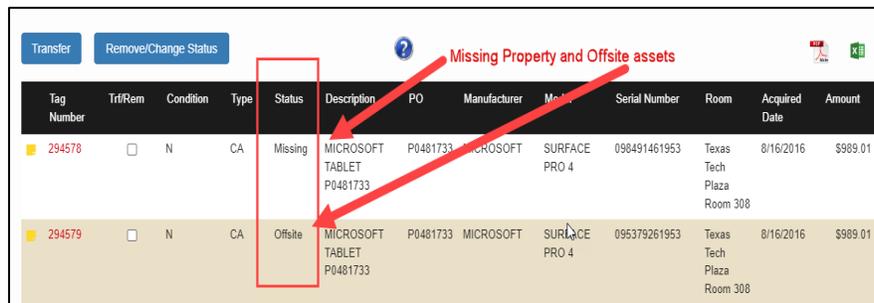
I have read and agree to the statement above.

Cancel Submit

- **All Property (including Missing and Offsite Assets Status)** [\(click to return to TOC\)](#)

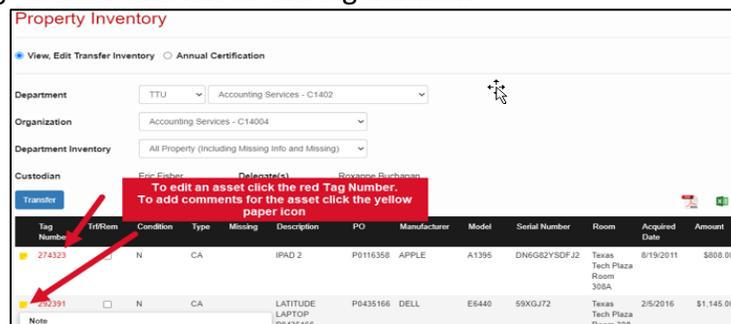
This report lists all property associated with a department and includes all the required data necessary to maintain accurate information of assets.

- (1) **Status** is used to identify assets recorded as missing or offsite. Only one asset disposition can be on the asset at a time, therefore, if an Offsite form is needed but the asset shows missing, the Missing Property Return form must be processed to remove the asset from missing first. Then process the offsite form.



Tag Number	TrfRem	Condition	Type	Status	Description	PO	Manufacturer	Model	Serial Number	Room	Acquired Date	Amount
294578		N	CA	Missing	MICROSOFT TABLET P0481733	P0481733	MICROSOFT	SURFACE PRO 4	098491461953	Texas Tech Plaza Room 308	8/16/2016	\$989.01
294579		N	CA	Offsite	MICROSOFT TABLET P0481733	P0481733	MICROSOFT	SURFACE PRO 4	095379261953	Texas Tech Plaza Room 308	8/16/2016	\$989.01

- (2) To edit an asset, click the red **Tag Number**. Notes regarding the asset may be added by clicking the yellow page icon on the left of the tag number.



Property Inventory

View, Edit Transfer Inventory Annual Certification

Department: TTU Accounting Services - C1402

Organization: Accounting Services - C14004

Department Inventory: All Property (Including Missing Info and Missing)

Custodian: Eric Fisher

To edit an asset click the red Tag Number. To add comments for the asset click the yellow paper icon

Tag Number	TrfRem	Condition	Type	Missing	Description	PO	Manufacturer	Model	Serial Number	Room	Acquired Date	Amount
274323		N	CA		IPAD 2	P0116358	APPLE	A1395	DN682YSDFJ2	Texas Tech Plaza Room 308A	8/19/2011	\$808.00
274391		N	CA		LATTITUDE LAPTOP P0435166	P0435166	DELL	E6440	59XGJ72	Texas Tech Plaza Room 308	2/5/2016	\$1,145.00

- (3) Verify the **Condition, Serial Number, and Room location** of the asset. The department may adjust these fields when needed and there should be no missing information. This report should be reviewed and updated on an ongoing basis
 - **Condition** of the asset. Click the drop-down arrow on the Condition field and select from **Good, Fair or Poor**.
 - **Good**- As of fiscal year 2023 all newly purchased assets as well as used or reconditioned property that, while still in usable condition, is slightly shopworn

or soiled. (The condition of the property does not impair the utility of the property).

- **Fair**-Property that is soiled, shop worn, 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 soon.
 - **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.
- **Serial Number.** Enter the serial number in the text box. The serial number must match what the manufacturer assigned to the asset. For fabricated assets with no serial number, enter “fabrication.” Do not enter any other information in this field as it may render the asset unsearchable. Departments may use the Note function in the PIS to label assets with other information such as the user’s name, but they cannot be put in the serial number box.
 - **Room Location.** First select the correct **Building** from the drop-down menu. The room drop down list will populate to allow the selection of the appropriate room. If a room is not listed, contact Property.Management@ttu.edu
 - Click **Save**. Saving completes the process and updates the information in the Property inventory System. To cancel the changes of an item, click **Cancel**.

Edit Property ×

Tag Number	274323	Amount	\$808.00
Type	CA	Manufacturer	APPLE
Model	A1395	Acquired Date	8/19/2011
Purchase Order	P0116358	Original Tag	T00042466
Description	IPAD 2		

Condition	New	Serial Number	DN6G82YSDFJ2
Building	7A - 0405 TEXAS TECH PLAZA	Room	Texas Tech Plaza Room 308A
Note	<input style="width: 90%;" type="text"/>		

Documents +

**Once edit checks are complete
and if a note is added click save**

Cancel
Save

- **Asset Missing Information Report** ([Click to return to TOC](#))

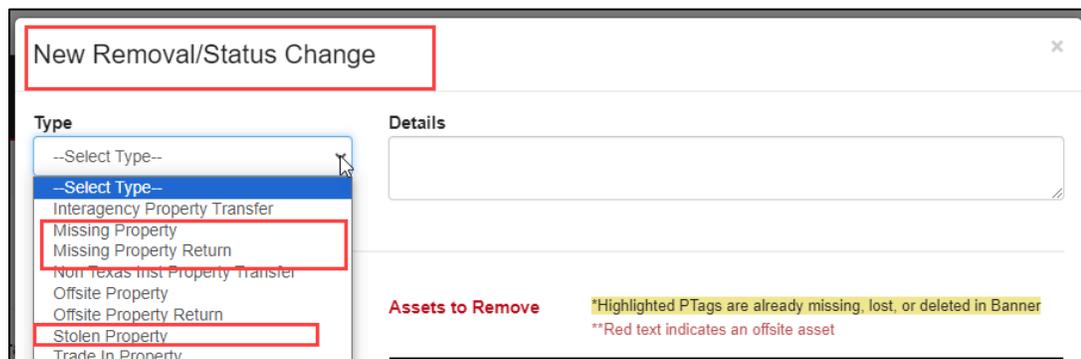
The **Items Missing Information Report** will display a list of inventory items from the selected organization that require a serial number and/or room location. Maintaining this report on an ongoing basis is particularly important. This report should be clear prior to submitting the department Annual Certification. **Outstanding items in this report will result in the rejection of the Annual Certification.**



Tag Number	Trf/Rem	Condition	Type	Status	Description	PO	Manufacturer	Model	Serial Number	Room	Acquired Date	Amount
323884	<input type="checkbox"/>	G	CA		IMAC 24IN DESKTOP P1034773	P1034773	APPLE	Z13K			4/18/2023	\$1,538.39

- **Missing, Damaged or Stolen Property** ([Click to return to TOC](#))

- Report inventory items listed on the All Property (including Missing Info and Missing) report that cannot be physically found to Property Management immediately. Due diligence must be made to find the items before reporting them as missing. Submit the Missing Property form in the PIS under the Removal/Status Change section.
- Before submitting the Annual Certification, all items that are missing during the department review must appear in the Missing Property Report.
- For items already reported and coded as Missing if they are located, submit the Missing Property Return form in the PIS under the Removal/Status Change Section.
- Items determined stolen require the submission of the Stolen Property Form in the PIS under the Removal/Status Change section. A copy of the official police report is required.
- Please allow 3 to 5 business days for Property Management to process the forms. **The missing, stolen, damaged or destroyed items must appear in the report before proceeding with the Certification process.**



New Removal/Status Change

Type: --Select Type--

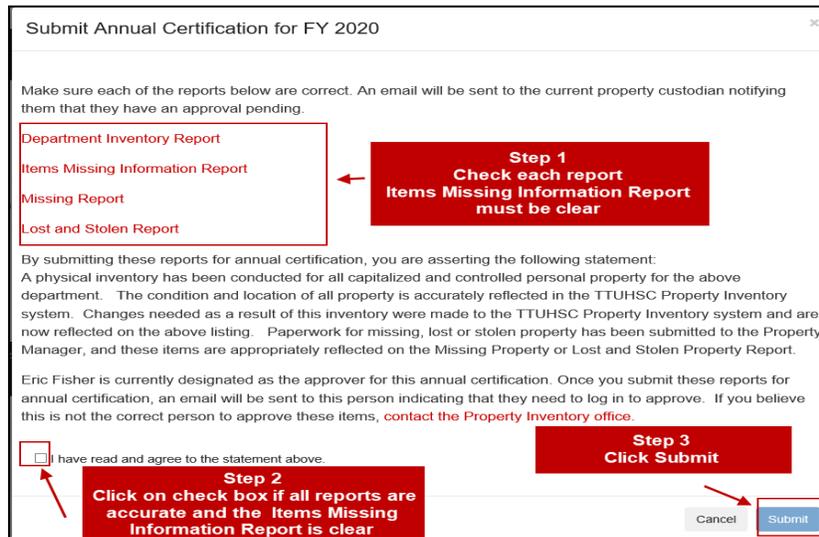
- Select Type--
- Interagency Property Transfer
- Missing Property
- Missing Property Return
- Non-Texas Inst Property Transfer
- Offsite Property
- Offsite Property Return
- Stolen Property
- Trade In Property

Details: [Text Area]

Assets to Remove

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

- If all data is accurate and complete, click the check box, I have read and agree with the statement above. Click on Submit.



Submit Annual Certification for FY 2020

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](#)

Step 1
Check each report
Items Missing Information Report must be clear

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 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.

Eric Fisher is currently 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.

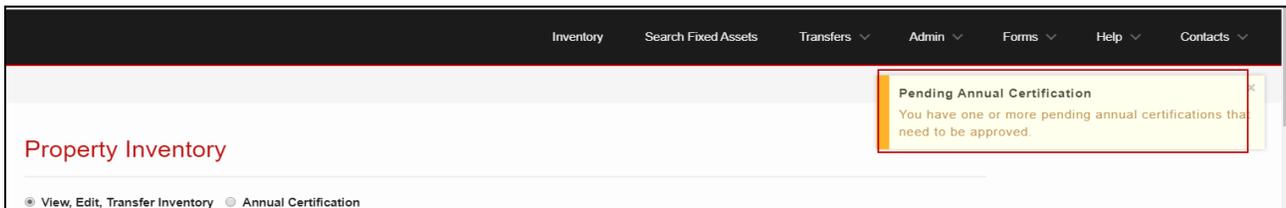
Step 2
Click on check box if all reports are accurate and the Items Missing Information Report is clear

Step 3
Click Submit

Cancel Submit

Approval of Annual Certification ([Click to return to TOC](#))

As of fiscal year 2022, the Property Custodian or Delegate may approve the annual certification. A pending Annual Certification notice will appear in the top right-hand corner of the Property Inventory page for the Property Custodian and Delegate when a pending annual certification needs approval.



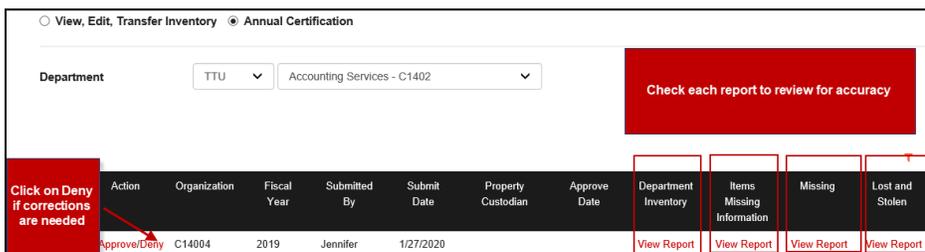
Inventory Search Fixed Assets Transfers Admin Forms Help Contacts

Property Inventory

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

View, Edit, Transfer Inventory Annual Certification

Make sure each of the listed reports is reviewed for accuracy. If the reports are not correct, click **Deny**. This will return the user to the inventory page. Make corrections as needed then resubmit the certification.



View, Edit, Transfer Inventory Annual Certification

Department: TTU Accounting Services - C1402

Check each report to review for accuracy

Action	Organization	Fiscal Year	Submitted By	Submit Date	Property Custodian	Approve Date	Department Inventory	Items Missing Information	Missing	Lost and Stolen
Approve/Deny	C14004	2019	Jennifer	1/27/2020			View Report	View Report	View Report	View Report

Click on Deny if corrections are needed



Deny Annual Certification

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

Click on Yes

No Yes

If the reports are correct, click on **Approve**. Again, the Custodian or Delegates must approve the Annual Certification. Property Management will reject certifications if the approval is by an unauthorized individual.

○ View, Edit, Transfer Inventory ● Annual Certification

Department: TTU Accounting Services - C1402

Action	Organization	Fiscal Year	Submitted By	Submit Date	Property Custodian	Approve Date	Department Inventory	Items Missing Information	Missing	Lost and Stolen
Approve/Deny	C14004	2019	Jennifer	1/27/2020			View Report	View Report	View Report	View Report

Click on the checkbox next to the statement I have read and agree to the statement above. Click Approve.

Approve Annual Certification

In accordance with the Texas Gov't Code App. sec. 403.273 (f) and (g), I, Jennifer [Name], was conducted for all capitalized and [Name] Property Custodian. I further certify that the [Name] which I am responsible is accurately [Name] system. Changes needed as a result of this [Name] inventory system and are now reflected [Name] or stolen property has been submitted to [Name] 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.

Step 1
Click on the check box

Step 2
Click on Approve

[Cancel](#) [Approve](#)

Once the inventory is approved the certification will be shown in the Annual Certification list with the approvers name and the date.

Department: TTU Accounting Services - C1402

Approved certifications show Property Custodian and the Approval date under the Annual Certification

Action	Organization	Fiscal Year	Submitted By	Submit Date	Property Custodian	Approve Date	Department Inventory	Items Missing Information	Missing	Lost and Stolen
Submit	C14004	2020								
	C14004	2019	Roxanne Buchanan	6/13/2019	Eric Fisher	6/13/2019	View Report	View Report	View Report	View Report



Property Inventory Certification Checklist

Use this check list as a guide to complete all steps in the annual certification process. The Property Inventory System Guide and Property Inventory training videos provide instructions on how to process these updates in the Property Inventory System. The certification process may take several days to process. Please plan accordingly to meet the June 30th deadline.

Notes: Certifications submitted with missing serial numbers, missing locations, and/or approved by others not assigned as the Custodian or Delegate will be rejected and will need to be resubmitted by June 30th.

- Department Inventory (All Property) Report:** Verify/Update the assets
 - Condition: Update in the Property Inventory System (Video 3)
 - Description, Manufacturer, and Model: Notify Property Management for corrections needed at Property.management@ttu.edu
- Items Missing Information Report:** Verify report is blank
 - Missing Serial Number: Update in the Property Inventory System (Video 3)
 - Missing Building and Room Location: Update in the Property Inventory System (Video 3)
- Missing Report:** Identified on the Department Inventory report as “Missing” in the Status column
 - Verify all assets not located are included on the report
 - Update the status of assets determined missing with the Missing Property form in the Property Inventory System
- Stolen equipment**
 - Complete the Stolen Property form in the Remove/Status Change in the Property Inventory System
 - Include copy of the official police report
- Transfers:** Verify all pending transfer are processed via the Property Inventory System
 - Accept pending Transfers-In. (Video 4)
 - Verify pending Transfers-Out are approved by receiving department (Video 4)
 - Process any additional transfers needed
- Trade In:** Verify items used as Trade-Ins are no longer on the department’s inventory. Complete the Trade in form in the Remove/Status Change form in the Property Inventory System.
- Offsite Assets (Formerly known as the Temporary Use Authorization form):** Verify an Offsite Property form is completed for each asset that moves frequently or is being used off campus in the Remove/Status Change in the Property Inventory System. It is recommended this form is reviewed and updated as needed annually.
- Discovered assets** not listed on Department Inventory Report: Complete the Discovered or Donated Equipment Form.
- Verify** all updates listed above are showing in the Property Inventory System.
- Submit** Property Inventory Certification: This may be submitted by the Property Custodian or the Delegate. (Video 1)
- Approve** Property Inventory Certification by Custodian or Delegate in the Property Inventory System. (Video 1)



Questions and Help [\(Click to return to TOC\)](#)

For additional resources, click **HELP** in the top menu bar and then click TTU. Select any of the PDF documents to assist with Property Inventory.



Property Inventory System Help

- [Property Inventory System Guide](#) ↗
- [Assigning Custodian and Delegates](#) ↗
- [Missing Property and Missing Property Return](#) ↗
- [Offsite Property and Offsite Property Return](#) ↗
- [Property Certification Checklist](#) ↗
- [Property Inventory Roles Quick Reference](#) ↗
- [Property Inventory Annual Certification Scanning Procedure](#) ↗
- [Property Inventory - Annual Certification \(Video\)](#) 📺
- [Property Inventory - Reviewing Reports \(Video\)](#) 📺
- [Property Inventory - Updating Data in the Property Inventory System \(Video\)](#) 📺
- [Property Inventory - Property Transfers](#) 📺

For questions, contact Property Management at Property.Management@ttu.edu.