

## Successful Tips for Managing TTU Property

### Equipment that is tagged

- Anything with a cost of over \$5,000
- Computers, laptops, tablets, cameras, tvs, video and sound equipment and data projectors with cost over \$500

### Inventory reviews

- By department custodians annually
- By Property Management every 3 years

### What you are responsible for

- Exercise reasonable care to prevent damage and maintain good condition
- Exercise reasonable security measures to prevent theft or misuse
- Do not remove TTU or federal equipment tags

### Things your department Property Custodian needs to know

- When you acquire new equipment
  - Purchased
  - Donated
  - Transfers to/from another TTU department
- When you move equipment to a new location
- When you want to take equipment off campus

### Things TTU Property Management needs to know

- Report lost, stolen and damaged property immediately
- Fabrication projects prior to start
- Completion of fabricated equipment prior to disposal
- Cannibalization of equipment prior to taking the equipment apart
- When you want to transfer in equipment from another university, agency or company

### Things Surplus Property needs to know

- When you want to dispose of equipment
- When you want to transfer equipment to another university, agency or company

### Operating Policies

- OP 63.08 Property Management  
<http://www.depts.ttu.edu/opmanual/op63.08.pdf>
- OP 63.07 Disposal of Property <http://www.depts.ttu.edu/opmanual/op63.07.pdf>

### For questions or concerns please contact

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Welcome to the TTU family!



TEXAS TECH UNIVERSITY

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