

Successful Tips for Managing TTU Property

Equipment that is tagged

- Anything with a unit cost of \$5,000 or more
- Computers, laptops, tablets, cameras, TVs, video and sound equipment and data projectors with cost of \$500 or more

Inventory reviews

- By department custodian or delegate annually
- By Property Management in a 5-year rotation

• 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 or out to 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

Accounting Services