Property Inventory System:

Assigning Property Custodians and Delegates

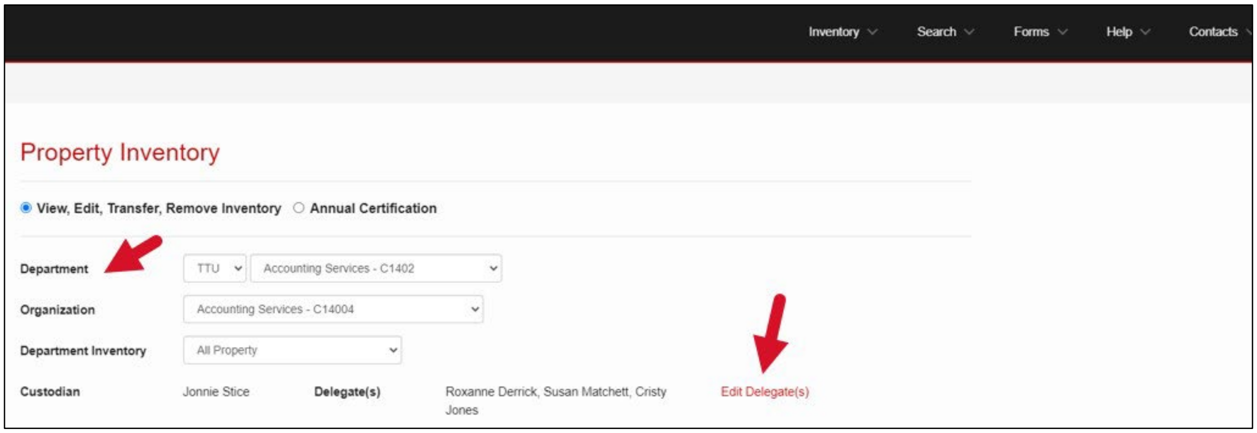
Property Management must be notified of any custodian updates. The custodian should be of director level or higher. The employment level will be verified, then updated in the Property Inventory System. Email property.management@ttu.edu for custodian changes.

Custodians may assign property management responsibilities to another employee as a delegate in the Property Inventory System. As of fiscal year 2022, delegates can complete all inventory transactions including the final approval of annual certifications. Custodians can follow directions below to view, remove and add delegates.

In the Property Inventory System, there can only be one custodian per department. Departments that request custodians at the organization level must assign one custodian and other custodians can be listed as delegates. For these situations, the department needs to communicate to delegates which organization codes they are responsible for. Delegates will receive email notifications for all the organization codes under the department, and it is their responsibility to approve and certify inventories only for the organizations assigned by their department. Property Management will not monitor this. Because of this system’s limitation, Property Management recommends limiting the use of this set up.

Review Delegates

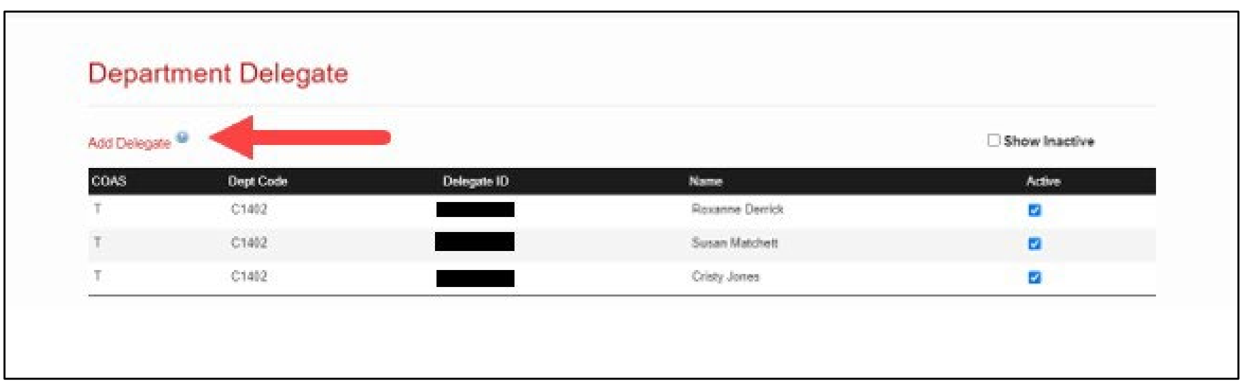
1. Access the Property Inventory System.
2. Locate the department using the department drop down list.
3. Click on the Edit Delegate(s) Link.



4. The list will populate with active delegate(s)
5. For a history of delegates no longer active, check *Show Inactive*

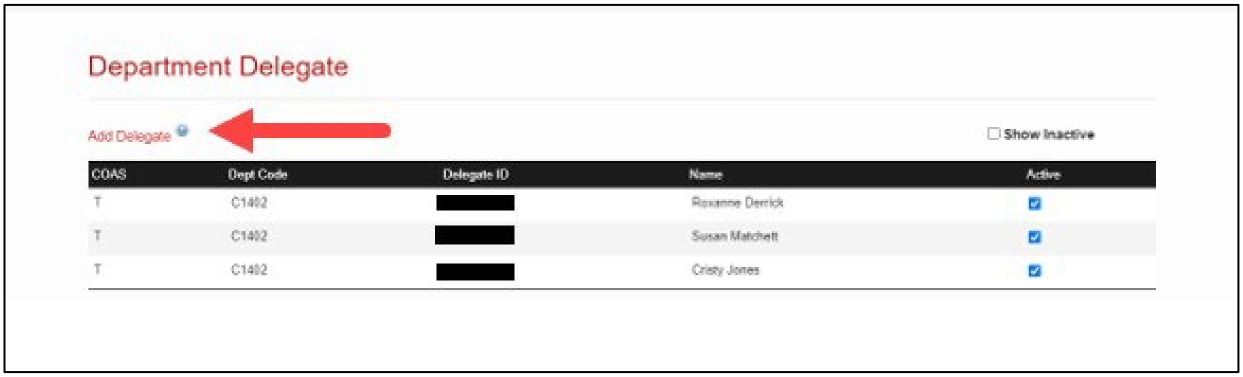
Inactivate Delegate(s)

1. Click the check mark next to the delegate(s) to inactivate.



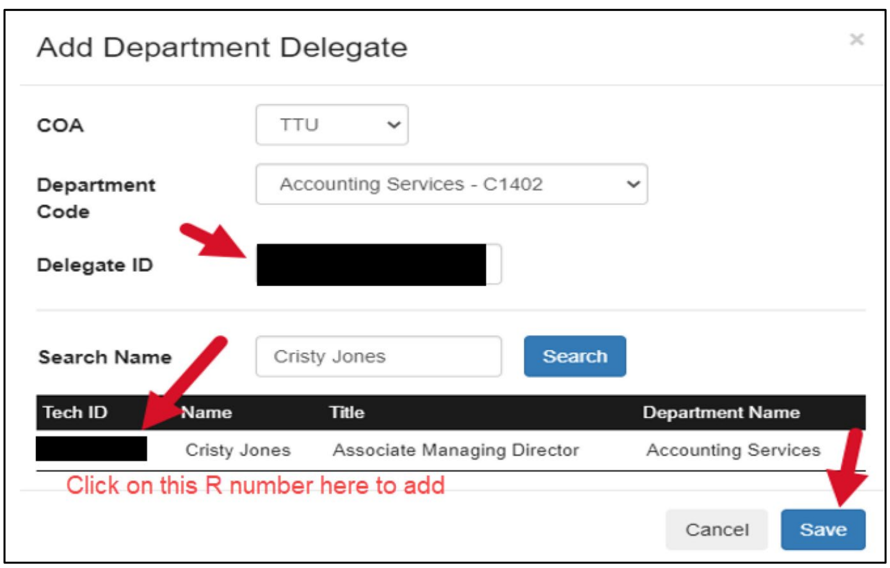
Add Delegate(s)

1. Click the Add Delegate link.



2. On the next screen, use the drop-down boxes to choose the following:

   A. Chart of Accounts T or S
   B. Department code by Name and department level 5 code
   C. Tab to Search Name, enter the employee's name, click search
   D. Click on the employees R#
   E. Click Save



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