



## Property Inventory System Procedures: Reporting Missing Property and Missing Property Returned

According to Texas Tech University Operations Policy 63.08 Property Management, assets not located and determined missing should be reported to Property Management. The process to report the assets is done within the Property Inventory System. This document provides a step-by-step guide on the process.

Assets will remain missing and in inventory for two consecutive years, per Texas state comptroller property accounting policies. During this period departments should take all steps necessary to locate the assets. Assets already reported missing do not have to be reported missing again. To avoid duplicate submissions, verify on the department inventory list if the asset is already coded with a missing status.

When an asset is already reported an attribute shows in the “Status” column on the inventory list. See the example screenshot below.

Tag Number	Trf/Rem	Condition	Type	Status	Description	PO	Manufacturer	Model	Serial Number	Room	Acquired Date	Amount
290843	<input type="checkbox"/>	G	CA	Missing	APPLE iPAD AIR 2 P0394319	P0394319	APPLE	A1566	DMPMQ47MHG5W1	Library Room 154	8/11/2015	\$669.00
296981	<input type="checkbox"/>	P	CA	Missing	MOBILE PRECISION LAPTOP P0536399	P0536399	DELL	3510	J0221G2	Library Room 153A	4/7/2017	\$1,249.65
305303	<input type="checkbox"/>	N	CA	Missing	4K HANDYCAM CAMCORDER P0728930	P0728930	SONY	FDR-AX33	3247552	Library Room 144	6/21/2019	\$694.51

In addition, if an asset is already missing and another electronic request is being resubmitted, the asset line will show highlighted yellow. This is another indicator that a request is not needed. If Property Management receives an additional request with assets already shown to be missing, they will be removed from the request, or the request will be rejected.

Assets to Remove				
*Highlighted PTags are already missing, lost, or deleted in Banner				
PTag	Desc Room	PO Serial	Manufacturer Model	Amnt Acquired
280188	Apple Mac Book Air laptop computer Classical Modern Lang Lit Room 265	P0203336 C02K5RAH0DRVC	Apple A1466	\$1,149.00 2/8/2013
287184	MB AIR LAPTOP COMPUTER P0320889 Classical Modern Lang Lit Room 265	P0320889 C02NB26LG5RN	APPLE A1466	\$1,064.00 9/27/2014
310855	13 INCH MACBOOK AIR P0837837 Classical Modern Lang Lit Room 265	P0837837 FVFDM0VQM6KL	APPLE INC Z0X9	\$1,379.00 10/31/2020

**Approve** **Save** **Reject** **Return** **Close**

## **Missing Report Procedure:**

Locate the assets on the department inventory under the Inventory, Edit, Transfer and Remove Page.

1. Check the radio button next to the asset in the TRF/Rem column. Multiple assets may be selected.
2. Click the Remove/Change Status button.
3. In the pop-up window under “Type,” select Missing Property and include specific details on why the property is being reported and what efforts were made to locate it.
4. Check the was/was not box in the Negligence Statement.
5. Check the box next to the certification statement at the bottom of the window.
6. Click the Electronically Sign and Submit
7. The request will be routed to the department’s custodian and delegates for review and approval.

## **Custodian/ Delegate Approval Steps:**

Custodians or delegates both have the authority to approve or reject the request.

1. Once the form is saved, the request will be routed 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:

**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,

2. The Removals/Status Changes page provides a list of Pending removals and status changes for which you are either the Initiator, the Property Custodian of the Department, or a Delegate for that Department.
3. Click the red ID number link to view the removal/status change details.

**Removals/Status Changes**

**New Removal/Status Change**

**Approval**

ID	Type	Orgn	Info	Status
2100013	Non Texas Inst Property Transfer	511517	test	Submitted
2100021		201193	test	Submitted
2100031		201193	Test	Submitted
2100033		201193	Testing testing	Submitted
2100037	Non Texas Inst Property Transfer	201121	test	Submitted
2100038	Non Texas Inst Property Transfer	201121	testing	Submitted

**Pending Custodian Signature**

ID	Type	Orgn	Info	Status
2100022	Missing Property	201193		Saved

4. To approve a removal/status change request as a Property Custodian or Delegate, click the checkbox:

- I certify that the item(s) should be removed from TTU/TTUS inventory, or their status changed for the item(s) and to the best of my knowledge the above information is correct.
- Click the Electronically Sign and Submit button.

5. A confirmation message will indicate that the removal/status change request has been signed and approved.

6. An automated email will be sent to the initiator when a removal/status change request has been approved by the custodian or delegate it will be routed to Property Management for final approval.

7. 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 missing or blank for missing returned on the main inventory list.

8. Before Property Management approves the Missing Returned form the asset must be physically viewed by Property Management or a current picture of the asset with the serial number be provided. Pictures may also be attached to the assets in the Property Inventory system by the department.

9. During the two-year cycle, if an asset is missing Property Management will be in contact with the department to assist in locating information on the asset(s) or to verify that the asset has not been found. On the final year, Property Management will make one last contact with the department before the asset is disposed of.

## Missing Property Return Asset located

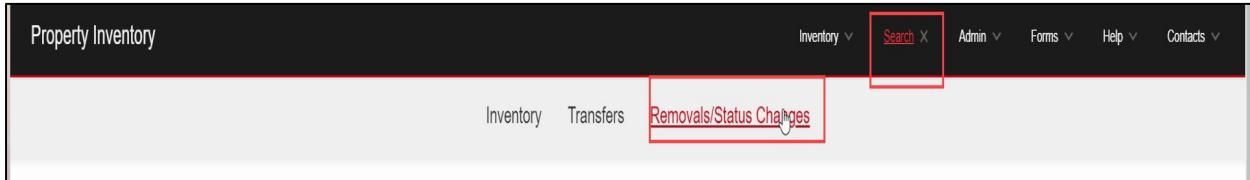
If a missing asset is found, process the same steps as above selecting the Missing Property Return Form.

Before Property Management approves the Missing Returned form, the asset must be physically viewed by Property Management or a current picture of the asset with the serial number be provided. Pictures may also be attached to the assets in the Property Inventory system by the department.

## Searching for Missing Report or Missing Report Return Request

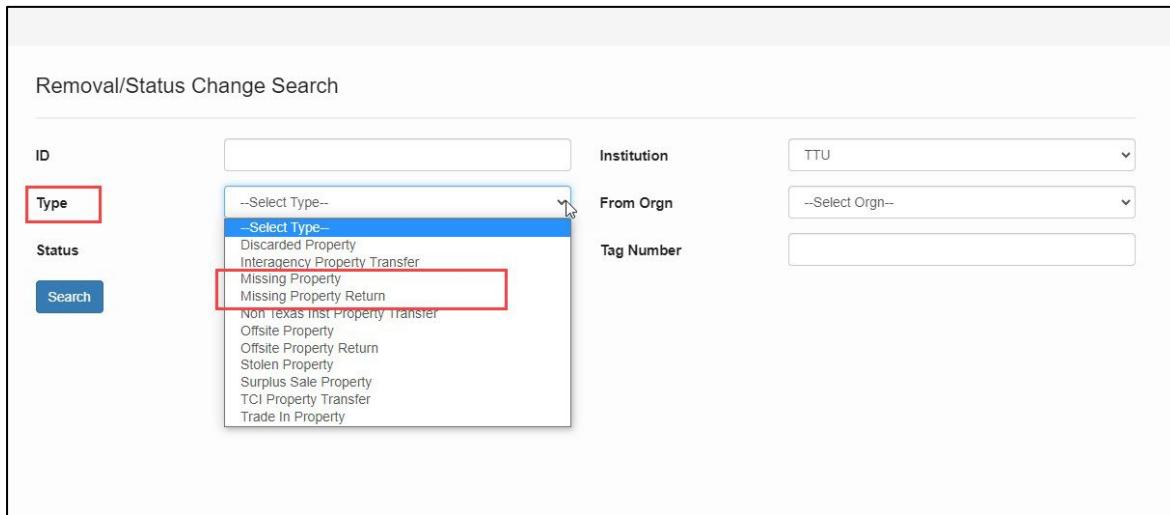
To search for records to verify who submitted a missing or missing return request, see below.

1. Go to Search in the solid black ribbon.
2. Click on the Removals/Status Changes



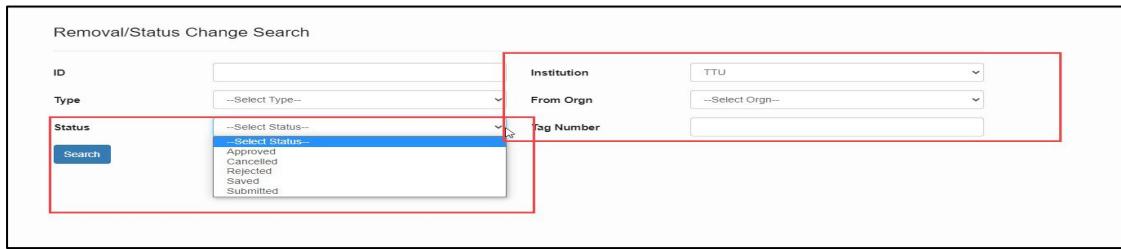
The screenshot shows the 'Property Inventory' software interface. The top navigation bar has a solid black ribbon with the following items: 'Inventory', 'Search X', 'Admin', 'Forms', 'Help', and 'Contacts'. The 'Search X' item is highlighted with a red box. Below the ribbon, there are three tabs: 'Inventory', 'Transfers', and 'Removals/Status Changes'. The 'Removals/Status Changes' tab is also highlighted with a red box.

3. On the next screen choose in the TYPE drop down box the Missing Property or Missing Property Return.



The screenshot shows the 'Removal/Status Change Search' form. It includes fields for 'ID', 'Type' (with a dropdown menu showing 'Missing Property' highlighted with a red box), 'Status', and a 'Search' button. The 'Type' dropdown menu also lists other options like 'Discarded Property' and 'Interagency Property Transfer'. To the right, there are fields for 'Institution' (set to 'TTU'), 'From Orgn', and 'Tag Number'.

4. Next choose the Status, enter the Institution, and the Organization Code. The form requests will be listed according to the data entered. Also, if looking for one asset, searching by the tag number is possible.



The screenshot shows the 'Removal/Status Change Search' form with the 'Status' dropdown menu open. The menu includes 'Approved' (highlighted with a red box), 'Cancelled', 'Rejected', 'Pending', and 'Submitted'. Other fields in the form include 'ID', 'Type' (with a dropdown menu), 'Institution' (set to 'TTU'), 'From Orgn', and 'Tag Number'.

5. Once the search selection is chosen a list of requests should populate as shown below.

Removal/Status Change Search

ID	<input type="text"/>	Institution	TTU	
Type	Missing Property	From Orgn	--Select Orgn--	
Status	Approved	Tag Number		
<input type="button" value="Search"/>				
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 <a href="#">View</a>
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 <a href="#">View</a>
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 <a href="#">View</a>
2300165	Missing Property	B53005	This device can no longer be found, we are all new management.	Approved <a href="#">View</a>
2300182	Missing Property	B53003	Should have been reported missing 6.18.21	Approved <a href="#">View</a>
2300183	Missing Property	B53003	Should have been reported missing 6.18.21	Approved <a href="#">View</a>
2300184	Missing Property	B53003	Should have been reported missing 6.18.21	Approved <a href="#">View</a>

6. To find who submitted or approved the request click on the Status Link in the right column. The pop up below will show the submitter, custodian/delegate approver and the Property Management staff.

Removal/Status Change Search

Removal 2300124 - Status History and Signatures

Status	Date-Time	User
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

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 <a href="#">View</a>

If there are any concerns or issues during this process, please contact [Property.Management@ttu.edu](mailto:Property.Management@ttu.edu).