

## HEALTH SCIENCE CENTER HANDBOOK OF OPERATING PROCEDURES

Chapter 6	Fiscal Policies and Procedures	Effective:	May 2000
Section 6.3	Property Control	Revised:	July 2010
<b>Policy 6.3.1</b>	<b>General Policy</b>	Responsibility:	Assistant Vice President for Business Affairs

## GENERAL POLICY

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### **Responsibility**

The President of the Health Science Center has appointed the Director of Accounting as the Property Manager. The Property Manager has assigned the responsibility for all Health Science Center property and the annual inventory of property to department Chairs or Directors. The Property Manager establishes the timetable for the annual inventory, as directed by the State Comptroller's Office, and provides procedures for conducting the annual inventory. The department Chairs and Directors are responsible for ensuring that all policies are accomplished in accordance with the appropriate procedures described below.

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### **Inventory Tagged Items**

All new equipment costing \$5,000 or more, and all State Comptroller defined "controlled" items costing \$500.00-\$4,999.99 will be tagged with an inventory number and placed on the official inventory records. State Comptroller defined "controlled" items include:

1. Cameras
2. Data projectors
3. Firearms (includes all firearm purchases, regardless of cost)
4. Personal computers and servers (all types, regardless of cost)
5. Printers
6. Stereo systems
7. Video recorders/laserdisk, player (TV, VCR, Camcorder)

All other items costing less than \$5,000 will be considered supplies and will not be tagged or placed on the official records.

Inventoried items located at the South Texas campuses will be tagged quarterly to ensure appropriate controls for the safeguarding of assets.

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**Departmental  
Authorization**

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Department Chairs or Directors may authorize another individual(s) to sign as their designee only on the [Property Transfer Request Form](#) or the [Property Removal Permit](#) (all Administrators may sign the two aforementioned forms, but may not authorize a designee). All other property related actions require the signature of the department Chair, Director or Administrator. The form [Signature Authorization for Property Inventory Records](#) is used for authorizing a designee.

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