

# **Texas Woman's University University Regulation and Procedure**

**Regulation and Procedure Name: Property Management**

**Regulation and Procedure  
Number: URP: 04.500**

**Policy Owner: Finance and Administration**

## **POLICY STATEMENT**

As a Texas public institution of higher education, Texas Woman's University ("TWU" or "University") is responsible for complying with state and federal laws as well as best practices regarding the control and accounting of University-owned property. This policy sets forth responsibilities associated with accounting, inventorying, using, and disposing of property belonging to the University.

## **APPLICABILITY**

This policy is applicable to TWU Students, Faculty, Staff, and Guests.

## **DEFINITIONS**

1. "Capital Assets" means possessions that meet the definition of University property as set forth below, have a single unit value of \$5,000 or greater, and an estimated useful life of more than one (1) year. A Capital Asset can be controlled by means of marking with identification numbers (asset tag) or manufacturer's serial numbers.
2. "Controlled Assets" means assets that qualify as University property but do not meet the capitalization threshold. The value of a Controlled Asset is between the range of \$500 and \$4,999.99, with an estimated useful life of more than one (1) year. Controlled Assets do not include Capital Assets, Real Property, and improvements to Real Property or infrastructure. Controlled Assets must be secured and tracked (asset tagged) due to the nature of the item. Examples of Controlled Assets include, but are not limited, to:
  - a. Firearms, (Handguns, Rifles, Shotguns) - Firearms will be tracked regardless of value;
  - b. Sound Systems and Other Audio Equipment;
  - c. Camera – Portable - Digital, SLR;

- d. TVs, Video Players, Video Recorders;
  - e. Computer, Desktop;
  - f. Data Projectors;
  - g. Smartphones, Tablets, and Other Hand Held Devices;
  - h. Laptop Computers ; and
  - i. Unmanned Aerial Vehicle (“UAV”) Drones
3. “Department Property Administrator (‘DPA’)” means the University employee designated by the Department Property Officer who maintains a record of the department’s assets, to include who is using them. The DPA is responsible for maintaining an inventory of all University property within the department or division and providing information about the inventory to the property management department, as required under this policy, property management guidelines, or upon request.
  4. “Department Property Officer (‘DPO’)” means the Department Head or Director who is responsible for assets purchased for their department or division.
  5. “Faculty” means an individual who is employed by TWU as a member of the faculty and whose duties include teaching, research, service, and administration. Professional librarians and graduate assistant titles are excluded from the definition of faculty.
  6. “Guests” means any individual not affiliated with TWU.
  7. “Property Custodian” means the University employee to whom the asset is assigned. The Property Custodian has the most frequent access to or use of the asset on a day to day basis or is the one most likely to notice the asset is missing.
  8. “Real Property” means land, land improvements, buildings, building improvements, facilities, and other improvements and infrastructure. All land and land improvement acquisition is recorded regardless of value.
  9. “Staff” means each classified, administrative, and professional employee who is appointed to work in an a regular full time or regular part time position, excluding students employed in positions for which student status is required as a condition of employment and those employees holding teaching and/or research positions classified as faculty.

10. "Student" means a person taking courses at TWU, a person who is not currently enrolled in courses but who has a continuing academic relationship with TWU, and a person who has been admitted or readmitted to TWU.
11. "TWU or University Property" means Capital or Controlled property purchased by TWU, which may be issued or assigned to a Property Custodian for the duration of their employment.
12. "University Property Manager" means the University employee assigned by the Chancellor and President or designee and is designated as the University's representative to the State and who is responsible for overseeing the disposition of University-owned property, acquired with either state or non-state funds, as well as property donated to the University.

## **REGULATION AND PROCEDURE**

### **I. TWU Property**

- A. All employees are accountable for their use and oversight of property belonging to TWU. Employees are responsible for safekeeping TWU property at all times. Pursuant to state law, the Chancellor and President ("Chancellor") is responsible for the custody and care of University Property in the University's possession.
- B. As a requirement of the State Comptroller's Office, each University will appoint a University Property Manager. At TWU, the Space Management, Real Estate, and Assets ("SMREA") Department serves as the Property Management Department. The Director of SMREA is the appointed University Property Manager to the State of Texas.
- C. When University Property is assigned to a person other than the University Property Manager, then that person becomes the Property Custodian for University Property.
- D. The Property Custodian is the individual who sees the asset on a day-to-day basis or is the one most likely to notice the asset is missing. Property Custodians are responsible for safeguarding the assets in their care. Property Custodians must account for assets assigned to them in accordance with this policy and keep the Department's Property Administrator and Officer apprised of its condition and location.

### **II. Property Assignment**

- A. At the University, items acquired by or for specific departmental or divisional use or benefit are assigned to individuals so they may fulfill their duties. The Department Property Officer shall appoint, in writing, a representative of the

department or division to act as its Department Property Administrator to assist with routine upkeep and physical accountability of property.

- B. The Department Property Officer has authority to transfer property within and between departments and divisions, to authorize the recommendation for disposal of items to surplus, and to receive the annual physical inventory of property for their respective departments.
- C. The Department Property Administrator is responsible for tracking all of these activities. Additionally, the Department Property Administrator must know where all assets of the department or division are located at all times, whether on-campus or off-campus.

### III. Asset Acquired or Transferred

- A. When an asset is acquired or when it is transferred to a new user, the Department Property Officer shall delegate custodianship of the asset to the University employee who is the primary or end user (Property Custodian). The Department Property Officer may delegate this authority to the Department Property Administrator.
- B. The Department Property Officer shall act as the custodian for University Property that does not have a primary user. The University's enterprise business system will be the authorized asset management system. It will be the recognized medium for delegating custodial responsibility to TWU employees. It is the Department Property Administrator's responsibility to ensure that this report is continuously maintained and its integrity upheld, by promptly notifying the Property Management Department of any changes or discrepancies.
- C. All new or revised location changes must be updated by the Department Property Administrator, the Property Custodian, or the Property Management Department, as they occur.

### IV. Property Inventory Review

- A. When University Property accountability changes due to an employee termination or transfer from one University department to another, a property inventory review will be conducted by the Department Property Officer, the employee's direct supervisor, or the Department's Property Administrator on all University Property directly assigned to that employee. In the case of an employee transfer, the property inventory review will be conducted by the original Department Property Officer, the employee's former supervisor, or the original Department's Property Administrator.
- B. When Department Heads or Directors terminate their employment, then the appropriate Dean, Vice President, or Division Head may require a property inventory review on all University Property assigned to that Department or

Division, as the Department Head or Director is the primary custodian for the Department or Division property.

- C. Guide for Exiting Employees: The completed exit inventory report shall be signed by the departing employee. Final results of this inventory shall be maintained by the Department Property Officer or the Department Property Administrator and sent to the Property Management Department, with a copy forwarded to the appropriate Dean, Vice President, or Division Head, if requested.

#### V. Capital and Controlled Assets

- A. University Property that meets the definition of Capital or Controlled Assets will be tagged by the Property Management Department with a uniquely numbered property tag (asset tag). This tag will include a bar code and be identified as "Property of Texas Woman's University." An annual evaluation will be conducted to examine best practices and appropriate assessment for tagging of Capital or Controlled Assets.
- B. Computers, as Controlled Assets, will be tracked by their unique asset tag number. Each department shall be responsible for notifying the Property Management Department of University Property purchased with a purchasing order ("PO") or contract.
- C. The Division of University Advancement shall be responsible for notifying the Property Management Department of donations of University Property.
- D. Most assets are purchased with a purchase order and the purchase order is coded as an asset, which provides notice to the Property Management Department. Purchase card ("PCard") purchases of capital or controlled assets are restricted.

#### VI. Physical Inventory

- A. State law requires that a complete physical inventory of all TWU Property be conducted each fiscal year. Each department or division will be responsible for doing an inventory on the University Property that it has assigned to employees, and ensure that items with an asset tag are assigned a Property Custodian.
- B. The Property Management Department will assist with current listings and provide inventory instructions to each department or division as needed. Listings will include all Capital and Controlled Assets.
- C. The condition of the University Property and all discrepancies found in the listing while conducting this inventory will be reported in accordance with the inventory instructions and state recommendations.

- D. Upon completion of the departmental or divisional inventory, the Department Property Officer and designated Department Property Administrator must acknowledge the completed inventory. The annual inventory must be completed by a date set by the Property Management Department. The Property Management Department shall be responsible for compiling the required annual inventory reports.
- E. The Property Management Department will conduct an annual statistical sampling (spot-check) or verification of departmental or divisional property. Departments or divisions shall be responsible for taking corrective action as required to resolve any discrepancies.

#### VII. Loan of University Property

- A. For State Purposes Only. It is prohibited to loan Capital or Controlled Assets owned by TWU to any State official or employee, or to anyone else, to be used for anything other than University business purposes.
- B. Written Receipt Required. When the possession of University Property of one department is entrusted to another department on loan, such loan shall be done only when authorized in writing by the Department Property Officer who is lending such property. A memo, written receipt, or form shall be executed by the department loaning out or in need of borrowing such property.

#### VIII. Off-Campus Use

- A. The Department Property Officer must be the first to authorize any off-campus use of TWU Property. Following authorization for off-campus use, the Property Custodian, Department Property Administrator, or University Property Management Department will record the physical address of an asset into the University's enterprise business system.
- B. The Department Property Administrator must update their internal inventory records after receiving written or electronic approval of the Equipment Loan or Transfer to Out-of-Office Location Form from the Department Property Officer. The Equipment Loan or Transfer to Out-of-Office Location Form is available upon request and once finalized must be submitted to [assets@twu.edu](mailto:assets@twu.edu). This authorization of off-campus use must constitute official University business and approved property shall not be used for personal purposes.
- C. Whenever TWU Property is shipped or taken out of the country, the department and Property Custodian must complete all necessary U.S. Customs Office documentation, assuring that the TWU Property can be returned to TWU.

#### IX. Removal of University Property from Campus

A. Removal of University property owned or controlled by TWU from campus is only permitted in accordance with the following:

1. Property owned or controlled by TWU cannot be removed from campus without written permission from the Department Property Officer who will then ensure the Department Property Administrator updates the information on its custodian, condition, and location and then informs Property Management Department.
2. Employees or students removing University Property from any TWU campus must be made aware of this URP.
3. The TWU employee or student who will be the primary (or end user) of the University Property off campus will be assigned as the Property Custodian for the property. The Property Custodian is responsible for reasonable and proper care of the item(s) while off campus.
4. University Property removed from campus must have a TWU asset tag.
5. Only employees and students involved in TWU official business may request University Property removal from the campus.
6. The person who wants to move University Property from its assigned area must inform the responsible Department Property Officer or the Department Property Administrator of their intention to remove TWU assets and obtain permission in writing.
7. The exact address and location of the item(s) shall be maintained with the responsible department or division.
8. Transfer of University Property located off campus to another location or employee without the written permission of the Department Property Officer is prohibited.
9. Certain departments must carry University Property with them for presentations, lectures, or conventions. These departments must show they keep records in their offices of the property carried on specific trips.
10. The Vice President for Finance and Administration, or their designee, have final approval authority on all removals.

X. Duration of Consent

- A. No request to remove assets from campus can exceed twelve (12) months, without an email from the Department Property Officer to the University Property Manager requesting an exemption.
- B. The employee acting as Property Custodian must return, or verify evidence of, all University Property assigned to them during the annual inventory.
- C. The employee must notify their Department Property Administrator when the University Property is returned. The Department Property Administrator can reissue the equipment to the employee, if needed.
- D. Employees who are leaving employment at the University must return all TWU Property. The department or division must ensure all TWU Property has been returned to the University.

XI. Replacement Value

- A. Property Custodians are obligated to pay the replacement value of University Property owned or controlled by TWU if a TWU Department of Public Safety or other police investigation that includes the Department Property Officer and the University Property Management Department determines that damage, theft, or loss occurred due to negligence or unreasonable care while the University Property was in the custody of the employee.

XII. Pecuniary Liability

- A. More than one employee may be found to be liable for damage, theft, or loss to TWU Property in a particular instance. An employee may be held responsible for pecuniary liability due to damage, theft, or loss sustained by the University if:
  - 1. TWU Property disappears, as a result of the failure of the Chancellor, Department Property Officer, Department Property Administrator, University Property Manager, or Property Custodian entrusted with the property to exercise reasonable care for its safekeeping;
  - 2. TWU Property deteriorates as a result of the failure of the Chancellor, Department Property Officer, Department Property Administrator, University Property Manager, or Property Custodian entrusted with the property to exercise reasonable care to maintain and service the property; or
  - 3. TWU Property is damaged or destroyed from an intentional wrongful act or negligence by the Chancellor, Department Property Office, Department Property Administrator, University Property Manager or Property Custodian.



### XIII. Missing or Stolen Property Report

When required by the Property Management Department, the Department Property Officer or the Department Property Administrator, along the Property Custodian, will complete a missing or stolen property report with the Department of Public Safety. The report will include a stolen or missing University Property investigation statement. An investigation statement declaring University Property as either missing or stolen, with or without negligence, will also be included, in accordance with State Property Accounting system guidelines.

### XIV. Official Business

- A. TWU Property shall be used only for official business. TWU employees shall not use TWU property for personal benefit or pleasure.
- B. Computers may be used in accordance with URP 04.700: Computer & Software Acceptable Use Policy, which allows for computer resources to be used to search for information of a recreational nature on the internet or for other incidental personal use provided that there is no cost to TWU, conducted on the employee's own time, and does not involve information deemed inappropriate by other institutional policies.
- C. No personal calls shall be charged to TWU telephones.
- D. The use of TWU motor vehicles for other than official business is strictly prohibited.

### XV. Surplus

All transfers of University Property to surplus must be done in accordance with the Property Management Department property procedures.

## **REVIEW**

This policy will remain in effect and published until it is reviewed, updated, or archived. This policy is to be reviewed once every six years. Interim review may be required as a result of updates to federal and state law or regulations, Board of Regents policies, or internal processes or procedures.

## **REFERENCES**

Texas Government Code, Chapter 403, Subchapter C

Texas Government Code Ann. sec. 403.272

Texas Government Code Ann. sec. 403.273

Texas Government Code Ann. sec. 403.275

Texas Government Code Ann. sec. 2054.003

Texas Government Code Ann. sec. 2054.130

Texas Government Code, Section 2175.304

Texas Government Code, Section 2175.905

Texas Government Code, Section 2203.004

[State Property Accounting System \(SPA\)](#)

[TWU Procurement Card Program](#)

[Restricted PCard Purchases](#)

[URP 04.700: Computer & Software Acceptable Use Policy](#)

## **FORMS AND TOOLS**

[Guide for Exiting Employees](#)

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