

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) 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 and have a single unit value of \$5,000 or greater and an estimated useful life of more than one year. A capital asset can be controlled by means of marking with identification numbers (asset tag) and/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 year. These assets must be secured and tracked (asset tagged) due to the nature of the item. This includes:
 - 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/Recorders

- e. Computer, Desktop
- f. Data Projectors,
- g. Smartphones, Tablets, and Other Hand Held Devices,
- h. Laptop Computers
- i. Unmanned Aerial Vehicle (UAV) Drones

Controlled Assets do not include capital assets, real property, improvements to real property or infrastructure

3. “Department Property Officer (DPO)” means the person who is usually the Department Head/Director, who is responsible for assets purchased for their department or organization.
4. “Department Property Administrator (DPA)” means Designated by the Department Property Officer, this person 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 organization and providing information about the inventory to the property management department, as required under this policy, property management guidelines, or upon request.
5. “Property Custodian” means the university employee to whom the asset is assigned. The custodian has the most frequent access to use for the asset, on a day to day basis or is the one most likely to notice the asset is missing.
6. “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.
7. “University Property Manager” means the person assigned by the Agency Head, who is usually the Chancellor and President, Chief Financial, or designee, this person 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 (property custodians) are accountable for their use and oversight of property belonging to TWU. Employees are responsible for

safekeeping property at all times. Pursuant to state law, the head of each State agency is responsible for the custody and care of personal 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, and the Director, SMREA, is the appointed University Property Manager to the State of Texas.
- C. When TWU property is entrusted to a person other than the University Property Manager, then that person becomes the "custodian" for university property.
- D. The 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. Custodians must be aware of their responsibility to safeguard the assets in their care. Custodians will have responsibility for safeguarding items in their care and must account for those items in accordance with this policy and keep the Department's Property Administrator and Officer apprised of its condition and location.
- E. Responsible Parties: TWU Agency Head; Property Management Department; University Property Manager; Property Custodians

II. Property Assignment

- A. At the University, items acquired by or for specific departmental or organizational use or benefit, are assigned to individuals to fulfill their duties. The Department Property Officer shall appoint, in writing, a representative of the department or organization to act as its Property Administrator to assist with routine upkeep and physical accountability of property. The property administrator.
- B. The Department Property Officer has authority to transfer property within and between departments and organizations, to authorize the recommendation for disposal of items to surplus, and to sign the annual physical inventory of property for their respective departments.
- C. The Property Administrator is responsible for tracking all of these activities. Additionally, the Property Administrator must know where all assets of the department or organization are located at all times, whether on-campus or off-campus.
- D. Responsible Party: Department Property Officer; Department Property Administrator

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 (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 property that doesn't 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 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 Property Administrator, the property custodian, or the Property Management Department, as they occur.
- D. Responsible Party: Department Property Officer; Department Property Administrator. Program oversight: University Property Manager

IV. Property Inventory Review

- A. Whenever personal property accountability changes due to an employee of the University terminating member employment, or transferring from one University department to another, a property inventory review will be conducted by the Department Property Officer, direct supervisor, or the Property Administrator for that department, on all property directly assigned to that employee.
- B. When Department Heads/Directors terminate their employment, then the appropriate Dean or Vice-President may require a complete departmental/organizational inventory since the Department Head/Director is the primary custodian for the departmental/organizational 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 Property Administrator and sent to the Property Management Department, with a copy forwarded to the appropriate Dean, or Vice-President, if requested.
- D. Responsible Party: Department Property Officer; Department Property Administrator, Custodian

V. Capital and Controlled Assets

- A. TWU-owned personal property that meets the definition of capital and 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 identified as "Property of Texas Woman's University." Exceptions will be made based on best practices.

- B. Computers, as controlled assets, will be tracked by their unique asset tag number. Each departmental business services center shall be responsible for notifying the Property Management Department of university property purchased with a purchasing order ("PO") or contract.
- C. The Advancement Office shall be responsible for notifying the Property Management Department of donations of personal 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.
 - 1. Purchase cards ("PCard") purchases of capital or controlled assets are restricted.
 - 2. Restricted PCard Purchases
- E. Responsible Party: Property Management Department; Business Services Center; Advancement; P Card Holders

VI. Physical Inventory

- A. State law requires that a complete physical inventory of all TWU property be conducted each fiscal year. Each department/organization will be responsible for doing an inventory on the university property that it has assigned to team members, along with those items used by the department.
- B. The Property Management Department will assist with current listings and provide inventory instructions to each department/organization, as needed. Listings will include all capital and controlled property.
- C. The condition of the 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/organizational inventory the Department Property Officer and designated Department Property Administrator must sign and return 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) verification of departmental/ organizational property

and departments/organizations shall be responsible for taking corrective action as required to resolve any discrepancies.

- F. Responsible Party: Property Management Department; Department Property Officer; Department Property Administrator, Custodian

VII. Loan of TWU Personal Property.

- A. For State Purposes Only. It is prohibited to loan capital or controlled property 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 property of one budgetary unit is entrusted to another budgetary unit 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.
- C. Responsible Party: Department Property Officer, Property Management Department

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 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 may update the record after receiving written or electronic approval of the off-campus use from the Department Property Officer. This authorization of off-campus use must constitute official University business and approved property shall not be used for personal purposes.
- C. Whenever agency property is shipped or taken out of the country, the department and responsible party must complete all necessary U.S. Customs Office documentation, assuring that the 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 Property Administrator updates the information on its custodian, condition, and location and then informs University Property Management Department.

2. Employees or students removing University property from any TWU campus must be made aware of the TWU policy.
3. The TWU employee or student who will be the primary (or end user) of the property off campus, will be assigned as the custodian for the property. The custodian is personally responsible for reasonable and proper care of the item(s) while off campus.
4. University property removed from campus must have a TWU property 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 personal 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/organization.
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 equipment with them for presentations, lectures, or conventions. These departments must show they keep records in their offices of the equipment carried on specific trips.
10. The Vice President for Finance and Administration, or his or her designee, have final approval authority on all removals.

B. Responsible Party: Department Property Officer; Department Property Administrator; Custodian; University Property Management Department, Vice President for Finance & Administration; TWU Employees and Students.

X. Duration of Consent

A. No request to remove assets from campus can exceed twelve (12) months, without written permission from the Department Property Officer and the Director, SMREA.

- B. The employee acting as custodian must return, or verify evidence of, all university property assigned to them during the annual inventory.
- C. The employee must notify their Departmental Property Administrator when the property is returned. The 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/organization must ensure all property has been returned to the University.
- E. Responsible Party: Department Property Officer; Department Property Administrator; Custodian; TWU Employees and Students

XI. Replacement Value

- A. Custodians are obligated to pay the replacement value of university property owned or controlled by TWU if the Police, Department Property Officers, or the University Property Management Department determines that damage, theft, or loss occurred due to negligence or unreasonable care while the property was in the custody of the employee.
- B. Responsible Party: Property Management Department; Department Head/Director; Custodian; TWU Employees and Students

XII. Pecuniary Liability

- A. More than one person may be found to be liable for damage, theft or loss to TWU property in a particular instance. A person may be held pecuniary liable for damage, theft, or loss sustained by the University if:
 1. TWU property disappears, as a result of the failure of the head of an agency, Department Property Officer, Department Property Administrator, University Property Manager, or Custodian entrusted with the property to exercise reasonable care for its safekeeping;
 2. TWU property deteriorates as a result of the failure of the head of an agency, property manager, or agency employee entrusted with the property to exercise reasonable care to maintain and service the property; or
 3. TWU property is damaged or destroyed as a result of an intentional wrongful act or of a negligent act of any State official or employee.
- B. Responsible Party: Property Management Department; Department Property Officer; Custodian; TWU Employees and Students

XIII. Missing or Stolen Property Report

- A. When required by the Property Management Department, the Department Property Officer and/or the Department Property Administrator, along the Custodian, will complete a missing or stolen property report with the Department of Public Safety. The report will include a stolen/missing property investigation statement. An investigation statement declaring property as either missing or stolen, with or without negligence, will also be included, in accordance with State Property Accounting system guidelines.
- B. Responsible Party: Property Management Department; Department Property Officer; Department Property Administrator; Custodian, TWU Employees and Students

XIV. Official Business

- A. TWU property shall be used only for official business. TWU employees shall not use property of the institution for personal benefit or pleasure except books from the Library and other such items of well-established use.
- B. Computers may be used in accordance with the TWU 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 the agency, 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 the agency telephones.
- D. The use of TWU motor vehicles for other than official business is strictly prohibited.

XV. Transfers

- A. All transfers of university property owned or controlled by TWU to surplus must be done in accordance with the Property Management Department property procedures.
- B. Responsible Party: Department Property Officer; Department Property Administrator; Custodian; Property Management Department; All TWU Employees.

XVI. Exceptions

In extreme emergencies, exceptions may apply, with VP approval.

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](#)

FORMS AND TOOLS

[Guide for Exiting Employees](#)

Publication Date:

Next Review: