



6.3.1 General Policy

Chapter 6 - Fiscal	Original Effective Date: May 2000
Section: 6.3 Property Control	Date Last Reviewed: May 2012
Responsible Entity: Assistant Vice President for Business Affairs	Date Last Revised: May 2012

I. Purpose

To establish the responsibilities of the Property Manager.

II. Scope

This policy applies to the tracking of UT Health San Antonio property.

III. Policy

A. Responsibility

The President of UT Health San Antonio (UTHSA) has appointed the Director of Accounting as the Property Manager. The Property Manager has assigned the responsibility for all UTHSA 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.

B. Inventory Tagged Items

All new equipment costing \$5,000 or more, and all State Comptroller defined "controlled" items costing \$500.00 - \$4,999.00 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)

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5. Printers
6. Stereo systems
7. Video recorders/laserdisk, player (TV, VCR, Camcorder)

Exceptions:

1. Newly acquired laptop and portable computers (e.g., Apple iPads) costing less than \$500.00 will also be tagged to allow UTHSA to track these devices for data security purposes.
2. Sensitive equipment and intangible assets (e.g., software) will not be physically tagged with an inventory number. These items will be maintained in UTHSA recorded with an inventory number and physically identified by their manufacturer's serial number or license number. Equipment is deemed sensitive if placing a property tag on the item itself may cause equipment damage or alter the results of the operation of the asset.

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.

C. Departmental Authorization

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.

IV. Definitions

There are no defined terms used in this Policy.

V. Related References

There are no related documents associated with this Policy.

VI. Review and Approval History

- A. The approving authority of this policy is the University Executive Committee.
- B. The review frequency cycle is set for three years following the last review date, a time period that is not mandated by regulatory, accreditation, or other authority.

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Effective Date	Action Taken	Approved By	Date Approved
05/2000	Policy Origination		
05/2012	Policy Revision		