



I. 6.3.2 Acquisitions of State Property

Chapter 6 - Fiscal	Original Effective Date: May 2000
Section: 6.3 Property Control	Date Last Reviewed: October 2010
Responsible Entity: Assistant Vice President for Business Affairs	Date Last Revised: October 2010

II. Purpose

To establish the requirements for the acquisition of State property by UT Health San Antonio.

III. Scope

All property purchased with UT Health San Antonio (UTHSA) funds regardless of source that have been tagged with an inventory number and placed on UTHSA's official inventory records are subject to the rules and regulations of this policy.

IV. Policy

A. Official Inventory

Capital and controlled items are added to a department's official inventory by the Property Control Office in the Accounting Office through one of the sources below.

B. Purchases

All capital and controlled items, also referred to as "property", purchased with UT Health San Antonio (UTHSA) funds, regardless of source, are subject to the rules and regulations of Property Control procedures. All purchases of property by UTHSA (with the exception of computers obtained from the UTHSA Computer Store) involve the issuance of a Purchase Order by the Purchasing Office. In accordance with policy contained in UTHSA Procurement Card Manual, the purchase of property with a ProCard is not allowed.

C. Gifts

For property gifted to UTHSA, a complete listing of the property must be provided to the Vice President and Chief Financial Officer by the receiving department, along with the official release papers authorizing the donation of the property. Upon approval by

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the Vice President and Chief Financial Officer, a copy of this list will be sent to the Property Control Office for tagging and recording purposes.

D. Fabricated Property

Property constructed by any department of UTHSA will be considered fabricated property. Upon completion of construction, it is the responsibility of the department for which the property was constructed to complete the [Fabricated Property Form](#) and submit it to the Property Control Office. The property will be tagged and added to the department's inventory records.

E. Transferred Property

Transferred property consists of (1) property which is acquired from or given to another state agency, or (2) property transferred between departments within the UTHSA. Property may be transferred with or without cost to the acquiring agency or department.

1. Inter-Agency Transfers: Contact the Property Control Office for procedures on all transfers to or from any other state agency. Each transfer will be handled on a case-by-case. In addition, all inter-agency transfers must have the approval of the Vice President and Chief Financial Officer.
2. Inter-Departmental Transfers: To acquire property from another department within the University, use the [Property Transfer Request Form](#). It is prepared by the department releasing the property and must be signed by the department Chair, Director, Administrator or the designee of both departments involved. If the transfer is without cost, the original Property Transfer Request Form is submitted to the Property Control Office after being signed by both departments. If the transfer is with cost, the selling department must prepare an Inter-Department Transfer Voucher (IDT) to accompany the Property Transfer Request Form (see the Institutional Handbook of Operating Policies (IHOP) Policy [6.1.13 Inter-Departmental Transfers \(IDT\)](#), for instructions on preparing the IDT for this transaction).

F. Property with Unknown Origin

If the origin of any property cannot be determined by either the department or the Property Control Office, it will be assigned a property control number or property tag depending on the best available estimate of its value. If a number is assigned, the item will be tagged and included on the official inventory.

V. Definitions

There are no defined terms used in this Policy.

VI. Related References

There are no related documents associated with this Policy.

VII. Review and Approval History

The approving authority of this policy is the University Executive Committee.

Effective Date	Action Taken	Approved By	Approved Date
05/2000	Policy Origination		
10/2010	Policy Revision		