



I. 6.3.4 Reporting Changes to Controlled Assets

Chapter 6 - Fiscal	Original Effective Date: May 200
Section: 6.3 Property Control	Date Last Reviewed: September 2024
Responsible Entity: Vice President and Chief Financial Officer	Date Last Revised: September 2024

II. Purpose

To establish the requirements to report changes to property location and condition of controlled assets.

III. Scope

This policy applies to asset custodians, department leadership, and their administrative staff.

IV. Policy

A. Moveable Property

Departments are responsible for controlling and monitoring the location of moveable property. Whenever a department moves property to a new location, a Location Change request is required to be submitted to Property Control so the property records may be adjusted to reflect the new location.

When assistance from Housekeeping is needed to move property, the department should request this service through Facilities Management.

B. Condition of Property

The condition of each controlled asset must be evaluated annually and updated when a change occurs. The categories of condition are defined as followed:

1. New: New or excellent condition
2. Good: Property is somewhat used or reconditioned, but still in usable condition that does not impair its utility.
3. Fair: Property is slight damaged, rusted, or deteriorated such that its utility is slightly impaired.
4. Poor: Property is badly damaged, broken, rusted, or deteriorated such that its utility is seriously impaired.

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The condition changes can be made during the Annual Inventory Process or through a Location Change request.

C. Change in Departmental Management

When there is a change of a department Chair or Director, department administrator, or asset custodian, it is the responsibility of the department leadership to notify Property Control of the management changes. Property Control shall maintain a listing of all property owned by the department and its respective management.

The incoming department leadership must review and confirm the property inventory under their custody and report exceptions immediately to Property Control. This property inventory should be taken as close to the effective date of the change in management as possible.

D. Non-Owned Property

All property located on the University of Texas Health San Antonio (UTHSA) premises and purchased with University funds is presumed to be state-owned, unless it is clearly marked to the contrary. All personal property belonging to employees of the UTHSA should be marked "Personal Property of _____". Any property belonging to an outside company placed on UTHSA premises should be clearly identified as "Property of _____ Company".

V. Definitions

There are no defined terms used in this Policy.

VI. Related References

[Location Change](#)

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		
07/2010	Policy Revision		
09/2024	Policy Revision	Executive Committee	10/07/2024