



Property Inventory System

As a state supported educational institution, the TTUHSCEP property inventory system must meet the requirements of the state Purchasing and General Services Act (Texas Government Code § 403.271 [a] and [b]) with regard to personal property, and the Texas Capital Trust Fund (Texas Government Code § 403.271 [a] and [b] and § 2201.002) relating to real property. These requirements apply regardless of funding source. Additionally, if the property was acquired with non-state fund sources or by donations, the requirements associated with those funds or donations must be met. The inventory system at TTUHSCEP is subject not only to these requirements, but also to those of the State Auditor. HSC OP 63.10 defines the scope of property management at TTUHSCEP, and provides the policy and procedures to manage, control and account for all institutional property at TTUHSCEP. For additional information on property management policy and procedures, please review [HSC OP 63.10](#).

State law requires that a complete physical inventory be taken each year. This inventory, or Annual Certification, will be taken by the departmental Property Custodian and other departmental personnel using the most recent listing from the Fixed Asset System. The listing and instructions will be provided through the online Property Inventory System. The inventory process will occur over a two-month period in the spring of each year. Email notifications will be sent to property custodians. All updates and changes that need to be made must be entered and reflected in the inventory reports before the certification can begin. The inventory reports necessary for certification include: the **Department Inventory Report**, the **Items Not Tagged Report**, the **Missing Report**, and the **Lost and Stolen Report**. It is important to note that you must allow sufficient time before the certification deadline for updates and changes to process in the system to ensure all inventory reports contain the correct information before submitting the reports for certification.

Annual Certification Process

To access the Property Inventory System, log into the WebRaider portal and select the F & A Work Tools tab. Under the Finance channel and Property Inventory, click on the **Property Inventory System** link.



Home Available Budget HSC Employee News **F&A Work Tools** December 21, 2011

Human Resources
HR Home

- ATS (Approval Tracking System)
- EOPS (Employee Onetime Payment System)
- ePAF
- ePAF Learning Community (Username: ttuhsc\your eRaider username, Password: your eRaider password)
- Staff Performance Management System
- Staff Performance Management Website
- Forms
- Human Resources Operating Policies
- HR PAF Tracking (Old System)
- Pre-Employment Background Investigation
- Reports
- TEAM App
- TechJobs Hiring Managers Site
- Training and Staff Development
- Xtender
- Need Help

HR ANNOUNCEMENTS

- Questions concerning W-2 Forms? Visit Payroll Services FAQs
- Non-Exempt Employee September 16, 2011 through September 30, 2011 approved electronic timesheets must be submitted by 6:00 pm CT on October 4, 2011.
- September 2011 approved electronic exempt employee leave reports are due on October 15, 2011.
- October 2011 approved electronic

Budget
Budget Home

- Reports
- Budget Prep System
- Budget Prep Security (Team App)
- Forms
- Labor Redistribution
- Budget Office Contact List
- Budget Office Mailbox

BUDGET ANNOUNCEMENTS
Budget News

Finance

Finance Home
Cognos Connection
Online PARS
Effort Certification and Reporting
Technology (ecrt) LIVE!!!

Accounting Services
Accounting Services Home

- Reports
- New Fund Request
- New Fund Request Information
- Approval Tracking System (ATS)
- Forms
- Grant Accounting
- Procedures
- Accounting Services Operating Policies
- Contacts

Finance Reporting
Finance Reporting Home
financereporting@ttuhsc.edu

- Cognos Connection
- Finance Reporting User Group
- Report Documentation

Finance Systems Management
Finance Systems Management Home

- TEAM Application
- Financial Training Center
- Gateway
- ePrint

Property Inventory
Property Inventory Home

- Reports
- **Property Inventory System**
- Forms

Purchasing/Payment Services

Purchasing
Purchasing Home

- Reports
- PO/Encumb Change Requests
- Vendor Payments
- TechBuy Information
- TechBuy System
- Purchasing Manual
- Purchasing Operations Policies
- Approved Membership List

Contracting
Contract Database

- Contracting A/R
- Online Contracting and A/R Help
- Reports
- Contract Manual
- Contract Operating Policies

Accounts Payable
Accounts Payable Home
Direct Pay Home

- Reports
- Vendor Payments
- Forms
- Accounts Payable Operating Policies
- Direct Pay Operating Policies

Purchasing Card
Purchasing Card Home

- Reports
- Forms
- Purchasing Card Operating Policies

The **Property Inventory** page will display. The first step of the Certification Process requires the verification of all property that is tied to your department listed on the **Departmental Inventory Listing** report. To access this report, click on the **Reports** link in the menu bar on the left side of the page.

PROPERTY INVENTORY

HSC Home > Finance & Administration > Property Inventory >

Property Inventory

Welcome to Property Inventory. Modification and annual certification of departmental inventory information are now available online. All certifi
The
The

This site provides reports in Adobe Acrobat PDF format. Click the link to below to download Adobe Acrobat Reader.

Get ADOBE® READER®

Click Reports

Reports

Search Fixed Assets

Transfers

Forms

Contacts

Help



The **Select Report** page displays a list of your **Organizations** and a list of **Available Reports**. Select the **Organization** and then select the report you wish to view by clicking on the appropriate radio button for each. After you have completed your selection, click on **Go To Report**.

The screenshot shows the 'PROPERTY INVENTORY' system interface. The main content area is titled 'Select Report'. It includes a navigation breadcrumb: 'HSC Home > Finance & Administration > Property Inventory >'. Below the title, there is a section for 'Organizations for Business Affairs Lbk (20110):' with a radio button selected next to '201101 - Business Affairs Lbk'. To the right, under 'Available Reports:', there are five radio buttons: 'Departmental Inventory Listing (includes ability to edit and transfer)', 'Items Not Yet Tagged (includes ability to edit and transfer)', 'Missing Property', 'Lost and Stolen Property', and 'Annual Certification'. At the bottom left, there is a 'Go To Report' button. A 'Sign Out' button is located in the top left corner of the page.

If you are authorized to view inventory for more than one Department, you can change Departments by selecting a different Department from the drop down menu and click on **Change Dept.**



PROPERTY INVENTORY

HSC Home > Finance & Administration > Property Inventory >

Select Report

Below is a list of Organizations available. Select an Organization and then select the report you wish to view. Click the 'Go To Report' button to view the report.

Edit assets or Transfer assets

You are authorized to view inventory for more than one department. To change departments, choose a different department from the drop down menu below and click Change Dept.

H [Business Affairs Lbk] Change Dept.

Organizations for Business Affairs Lbk (10):	Available Reports:
<input checked="" type="radio"/> 201101 - Business Affairs Lbk	<input checked="" type="radio"/> Departmental Inventory Listing (includes ability to edit and transfer)
	<input type="radio"/> Items Not Yet Tagged (includes ability to edit and transfer)
	<input type="radio"/> Missing Property
	<input type="radio"/> Lost and Stolen Property
	<input type="radio"/> Annual Certification

Go To Report

The Department you selected will display. Select the **Departmental Inventory Listing** from the **Available Reports** and click on **Go To Report**.

PROPERTY INVENTORY

HSC Home > Finance & Administration > Property Inventory >

Select Report

Below is a list of Organizations available. Select an Organization and then select the report you wish to view. Click the 'Go To Report' button to view the report.

Edit assets or Transfer assets

You are authorized to view inventory for more than one department. To change departments, choose a different department from the drop down menu below and click Change Dept.

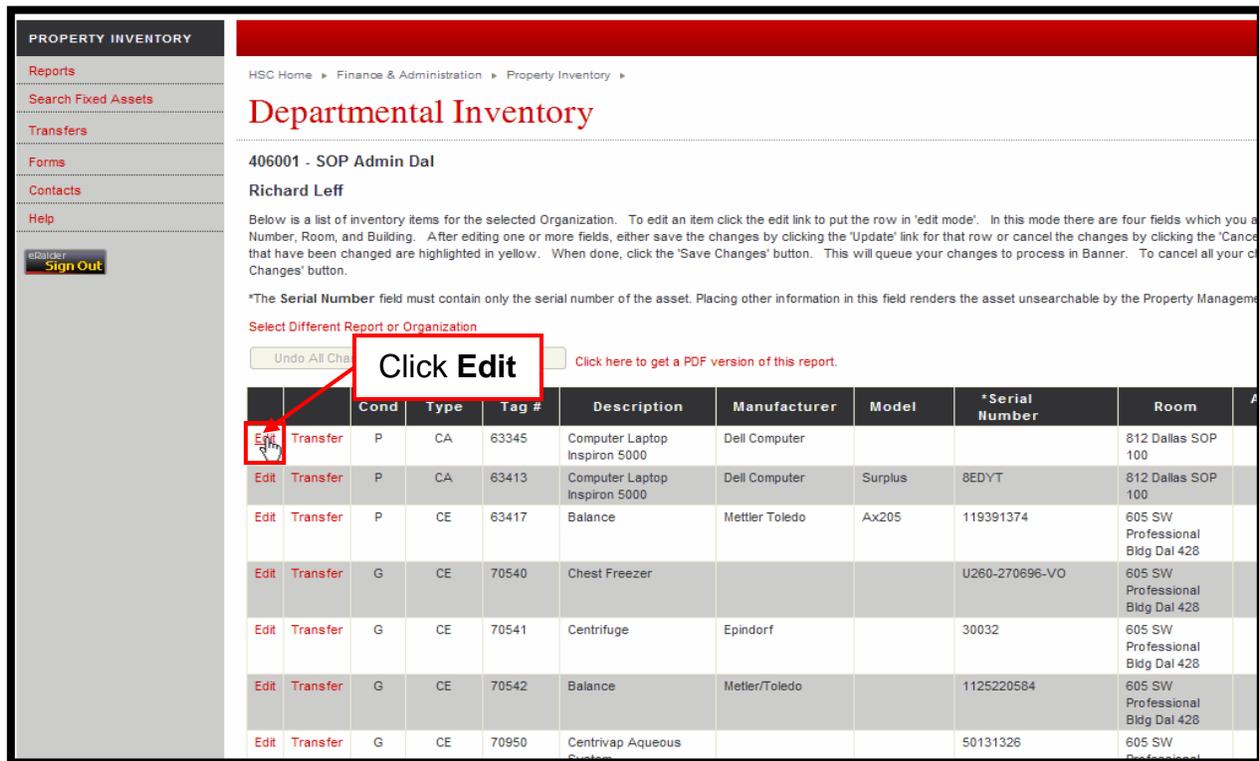
H [SOP Admin Dal] Change Dept.

Organizations for SOP Admin Dal (40600):	Available Reports:
<input checked="" type="radio"/> 406001 - SOP Admin Dal	<input checked="" type="radio"/> Departmental Inventory Listing (includes ability to edit and transfer)
	<input type="radio"/> Items Not Yet Tagged (includes ability to edit and transfer)
	<input type="radio"/> Missing Property
	<input type="radio"/> Lost and Stolen Property
	<input type="radio"/> Annual Certification

Go To Report

The **Departmental Inventory** page will display. You can print the report by selecting the **Click Here to get a PDF version of this report** link. You can also return to the **Select Report** page to change your selection by clicking on the **Select Different Report or Organization** link.

The first step of the Certification Process requires the verification of all property that is tied to your department listed on the **Departmental Inventory Listing** report. This process includes verifying the **Serial Number**, the **Building** and **Room** location, and the **Condition** of the asset. You can edit these fields if you need to make corrections. To edit an item, click on the **Edit** link to put the row in Edit Mode.



PROPERTY INVENTORY

Reports
Search Fixed Assets
Transfers
Forms
Contacts
Help

Sign Out

HSC Home » Finance & Administration » Property Inventory »

Departmental Inventory

406001 - SOP Admin Dal
Richard Leff

Below is a list of inventory items for the selected Organization. To edit an item click the edit link to put the row in 'edit mode'. In this mode there are four fields which you can edit: Serial Number, Room, and Building. After editing one or more fields, either save the changes by clicking the 'Update' link for that row or cancel the changes by clicking the 'Cancel' link. Changes that have been changed are highlighted in yellow. When done, click the 'Save Changes' button. This will queue your changes to process in Banner. To cancel all your changes click the 'Cancel Changes' button.

*The **Serial Number** field must contain only the serial number of the asset. Placing other information in this field renders the asset unsearchable by the Property Management System.

Select Different Report or Organization

Undo All Changes **Click Edit** [Click here to get a PDF version of this report.](#)

	Cond	Type	Tag #	Description	Manufacturer	Model	*Serial Number	Room
Edit	Transfer	P	CA	63345	Computer Laptop Inspiron 5000	Dell Computer		812 Dallas SOP 100
Edit	Transfer	P	CA	63413	Computer Laptop Inspiron 5000	Dell Computer	Surplus 8EDYT	812 Dallas SOP 100
Edit	Transfer	P	CE	63417	Balance	Mettler Toledo	Ax205 119391374	605 SW Professional Bldg Dal 428
Edit	Transfer	G	CE	70540	Chest Freezer		U260-270696-VO	605 SW Professional Bldg Dal 428
Edit	Transfer	G	CE	70541	Centrifuge	Epindorf	30032	605 SW Professional Bldg Dal 428
Edit	Transfer	G	CE	70542	Balance	Mettler/Toledo	1125220584	605 SW Professional Bldg Dal 428
Edit	Transfer	G	CE	70950	Centrivap Aqueous		50131326	605 SW Professional Bldg Dal 428

To edit the **Condition** of the asset, click on the drop down arrow under the **Cond** (Condition) field and select from **New**, **Good**, **Fair**, or **Poor**.



PROPERTY INVENTORY

HSC Home > Finance & Administration > Property Inventory >

Departmental Inventory

406001 - SOP Admin Dal
Richard Leff

Below is a list of inventory items for the selected Organization. To edit an item click the edit link to put the row in 'edit mode'. In this mode there are four fields which you are able to edit: Condition, Serial Number, Room, and Building. After editing one or more fields, either save the changes by clicking the 'Update' link for that row or cancel the changes by clicking the 'Cancel' link. After updating, rows that have been changed are highlighted in yellow. When done, click the 'Save Changes' button. This will queue your changes to process in Banner. To cancel all your changes, click the 'Undo All Changes' button.

*The Serial Number field must contain only the serial number of the asset. Placing other information in this field renders the asset unsearchable by the Property Management office.

Select Different Report or Organization

Undo All Changes Save My Changes [Click here to get a PDF version of this report.](#)

	Cond	Type	Tag #	Description	Manufacturer	Model	*Serial Number	Room	Acquired Date	Amount
Update Cancel	Transfer	Poor	CA	Computer Laptop	Dell Computer	Surplus	8EDYT	Building: Dallas SOP Dal Room: 812 Dallas SOP 100	11/21/2000	2,653.00
Edit	Transfer	Poor	CE	Balance	MettlerToledo		91374	605 SW Professional Bldg Dal 428	11/27/2000	5,974.94
Edit	Transfer	G	CE	70540	Chest Freezer		U260-270696-VO	605 SW Professional Bldg Dal 428	10/12/2004	8,248.05
Edit	Transfer	G	CE	70541	Centrifuge	Epindorf	30032	605 SW Professional Bldg Dal 428	10/12/2004	6,337.50
Edit	Transfer	G	CE	70542	Balance	MettlerToledo	1125220584	605 SW Professional Bldg Dal 428	10/12/2004	7,888.08
Edit	Transfer	G	CE	70950	Centrivap Aqueous System		50131326	605 SW Professional Bldg Dal 428	2/2/2005	5,987.01
Edit	Transfer	P	CA	71118	Computer Optiplex Gx280	Dell Computer	SN-4JBM571	605 SW Professional Bldg Dal 428	3/30/2005	1,069.77

Select from the drop down menu

To edit the **Serial Number**, enter the correct serial number in the textbox under the **Serial Number** field. It is important to note that the serial number must be entered as the serial number assigned by the manufacturer. Do not enter any other information in this field. Placing other information in this field renders the asset unsearchable.

PROPERTY INVENTORY

HSC Home > Finance & Administration > Property Inventory >

Departmental Inventory

406001 - SOP Admin Dal
Richard Leff

Below is a list of inventory items for the selected Organization. To edit an item click the edit link to put the row in 'edit mode'. In this mode there are four fields which you are able to edit: Condition, Serial Number, Room, and Building. After editing one or more fields, either save the changes by clicking the 'Update' link for that row or cancel the changes by clicking the 'Cancel' link. After updating, rows that have been changed are highlighted in yellow. When done, click the 'Save Changes' button. This will queue your changes to process in Banner. To cancel all your changes, click the 'Undo All Changes' button.

*The Serial Number field must contain only the serial number of the asset. Placing other information in this field renders the asset unsearchable by the Property Management office.

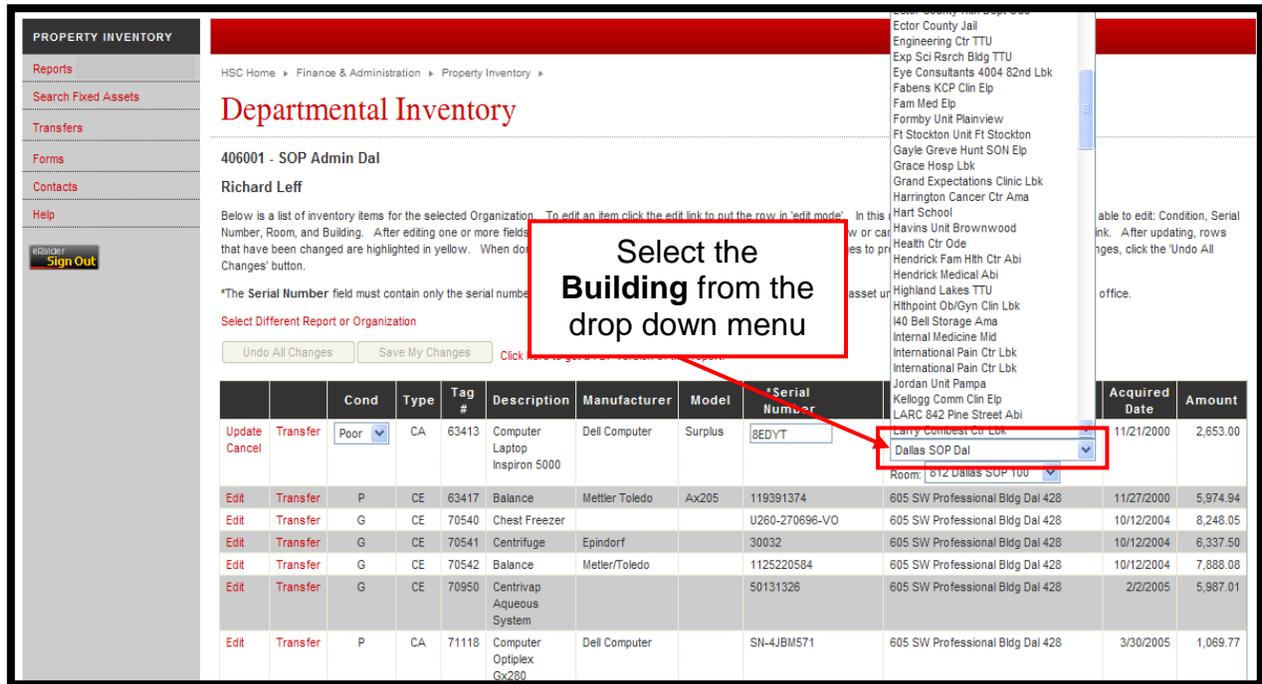
Select Different Report or Organization

Undo All Changes Save My Changes [Click here to get a PDF version of this report.](#)

	Cond	Type	Tag #	Description	Manufacturer	Model	*Serial Number	Room	Acquired Date	Amount	
Update Cancel	Transfer	Poor	CA	Computer Laptop Inspiron 5000	Dell Computer	Surplus	8EDYT	Building: Dallas SOP Dal Room: 812 Dallas SOP 100	11/21/2000	2,653.00	
Edit	Transfer	P	CE	63417	Balance	MettlerToledo	Ax205	119391374	605 SW Professional Bldg Dal 428	11/27/2000	5,974.94
Edit	Transfer	G	CE	70540	Chest Freezer		U260-270696-VO	605 SW Professional Bldg Dal 428	10/12/2004	8,248.05	
Edit	Transfer	G	CE	70541	Centrifuge	Epindorf	30032	605 SW Professional Bldg Dal 428	10/12/2004	6,337.50	
Edit	Transfer	G	CE	70542	Balance	MettlerToledo	1125220584	605 SW Professional Bldg Dal 428	10/12/2004	7,888.08	
Edit	Transfer	G	CE	70950	Centrivap Aqueous System		50131326	605 SW Professional Bldg Dal 428	2/2/2005	5,987.01	
Edit	Transfer	P	CA	71118	Computer Optiplex Gx280	Dell Computer	SN-4JBM571	605 SW Professional Bldg Dal 428	3/30/2005	1,069.77	

Enter the correct Serial Number

To edit the **Room** location, you must first select the correct **Building** from the drop down menu.



PROPERTY INVENTORY

HSC Home > Finance & Administration > Property Inventory >

Departmental Inventory

406001 - SOP Admin Dal
Richard Leff

Below is a list of inventory items for the selected Organization, Number, Room, and Building. After editing one or more fields that have been changed are highlighted in yellow. When done, click the 'Save Changes' button.

*The Serial Number field must contain only the serial number.

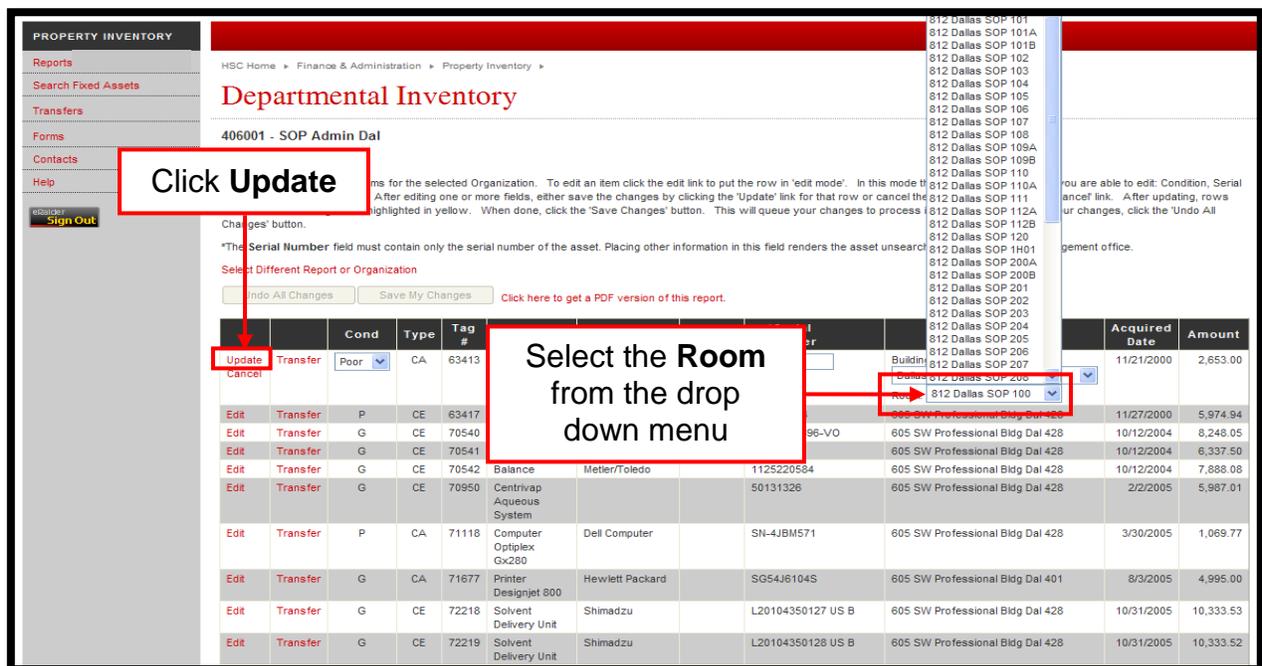
Select Different Report or Organization

Undo All Changes Save My Changes Click here to get a PDF version of this report.

Update	Transfer	Cond	Type	Tag #	Description	Manufacturer	Model	*Serial Number	Building	Room	Acquired Date	Amount
Update	Transfer	Poor	CA	63413	Computer Laptop Inspiron 5000	Dell Computer	Surplus	8EDYT	Dallas SOP Dal	812 Dallas SOP 100	11/21/2000	2,653.00
Edit	Transfer	P	CE	63417	Balance	Mettler Toledo	Ax205	119391374	605 SW Professional Bldg Dal 428		11/27/2000	5,974.94
Edit	Transfer	G	CE	70540	Chest Freezer			U260-270696-VO	605 SW Professional Bldg Dal 428		10/12/2004	8,248.05
Edit	Transfer	G	CE	70541	Centrifuge	Epindorf		30032	605 SW Professional Bldg Dal 428		10/12/2004	6,337.50
Edit	Transfer	G	CE	70542	Balance	Mettler/Toledo		1125220584	605 SW Professional Bldg Dal 428		10/12/2004	7,888.08
Edit	Transfer	G	CE	70950	Centrivap Aqueous System			50131326	605 SW Professional Bldg Dal 428		2/2/2005	5,987.01
Edit	Transfer	P	CA	71118	Computer Optiplex Gx280	Dell Computer		SN-4JBM571	605 SW Professional Bldg Dal 428		3/30/2005	1,069.77

Select the **Building** from the drop down menu

After you have selected the correct **Building**, select the correct **Room** number from the drop down menu. If you wish to cancel the changes you made for an item, click on the **Cancel** link. After all the changes are complete, click on **Update**.



PROPERTY INVENTORY

HSC Home > Finance & Administration > Property Inventory >

Departmental Inventory

406001 - SOP Admin Dal

Below is a list of inventory items for the selected Organization, Number, Room, and Building. After editing one or more fields, either save the changes by clicking the 'Update' link for that row or cancel the changes by clicking the 'Cancel' link. When done, click the 'Save Changes' button. This will queue your changes to process.

*The Serial Number field must contain only the serial number of the asset. Placing other information in this field renders the asset unsearchable.

Select Different Report or Organization

Undo All Changes Save My Changes Click here to get a PDF version of this report.

Update	Transfer	Cond	Type	Tag #	Description	Manufacturer	Model	*Serial Number	Building	Room	Acquired Date	Amount
Update	Transfer	Poor	CA	63413	Computer Laptop Inspiron 5000	Dell Computer	Surplus	8EDYT	Dallas SOP Dal	812 Dallas SOP 100	11/21/2000	2,653.00
Edit	Transfer	P	CE	63417	Balance	Mettler Toledo	Ax205	119391374	605 SW Professional Bldg Dal 428		11/27/2000	5,974.94
Edit	Transfer	G	CE	70540	Chest Freezer			U260-270696-VO	605 SW Professional Bldg Dal 428		10/12/2004	8,248.05
Edit	Transfer	G	CE	70541	Centrifuge	Epindorf		30032	605 SW Professional Bldg Dal 428		10/12/2004	6,337.50
Edit	Transfer	G	CE	70542	Balance	Mettler/Toledo		1125220584	605 SW Professional Bldg Dal 428		10/12/2004	7,888.08
Edit	Transfer	G	CE	70950	Centrivap Aqueous System			50131326	605 SW Professional Bldg Dal 428		2/2/2005	5,987.01
Edit	Transfer	P	CA	71118	Computer Optiplex Gx280	Dell Computer		SN-4JBM571	605 SW Professional Bldg Dal 428		3/30/2005	1,069.77
Edit	Transfer	G	CA	71677	Printer Designjet 800	Hewlett Packard		SG54J6104S	605 SW Professional Bldg Dal 401		8/3/2005	4,995.00
Edit	Transfer	G	CE	72218	Solvent Delivery Unit	Shimadzu		L20104350127 US B	605 SW Professional Bldg Dal 428		10/31/2005	10,333.53
Edit	Transfer	G	CE	72219	Solvent Delivery Unit	Shimadzu		L20104350128 US B	605 SW Professional Bldg Dal 428		10/31/2005	10,333.52

Click **Update**

Select the **Room** from the drop down menu



After Updating, the rows where you have made your changes will be highlighted in yellow. To cancel all your changes, click on the **Undo All Changes** button. Verify that all the changes you have entered are correct and then click on **Save My Changes**.

PROPERTY INVENTORY

HSC Home > Finance & Administration > Property Inventory >

Departmental Inventory

406001 - SOP Admin Dal
Richard L

Below is a list of assets that have been updated. To save the changes by clicking the 'Update' link for that row or cancel the changes by clicking the 'Cancel' link. After updating, rows that have been updated will be highlighted in yellow. To cancel all your changes, click the 'Undo All Changes' button. To save your changes, click the 'Save My Changes' button. This will queue your changes to process in Banner. To cancel all your changes, click the 'Undo All Changes' button.

*The Serial Number field must contain only the serial number of the asset. Placing other information in this field renders the asset unsearchable by the Property Management office.

Select Different Report or Organization

[Undo All Changes](#) [Save My Changes](#) [Click here to get a PDF version of this report.](#)

		Cond	Type	Tag #	Description	Manufacturer	Model	*Serial Number	Room	Acquired Date	Amount
Edit	Transfer	P	CA	63413	Computer Laptop Inspiron 5000	Dell Computer	Surplus	8E0YT	812 Dallas SOP 100	11/21/2000	2,653.00
Edit	Transfer	P	CE	63417	Balance	Mettler Toledo	Ax205	119391374	605 SW Professional Bldg Dal 428	11/27/2000	5,974.94
Edit	Transfer	G	CE	70540	Chest Freezer			U260-270696-VO	605 SW Professional Bldg Dal 428	10/12/2004	8,248.05
Edit	Transfer	G	CE	70541	Centrifuge	Epindorf		30032	605 SW Professional Bldg Dal 428	10/12/2004	6,337.50
Edit	Transfer	G	CE	70542	Balance	Mettler/Toledo		1125220584	605 SW Professional Bldg Dal 428	10/12/2004	7,888.08

Selecting **Save My Changes** will queue your changes to process in Banner. You will be able to verify your changes the next business day in the Property Inventory System.

PROPERTY INVENTORY

HSC Home > Finance & Administration > Property Inventory >

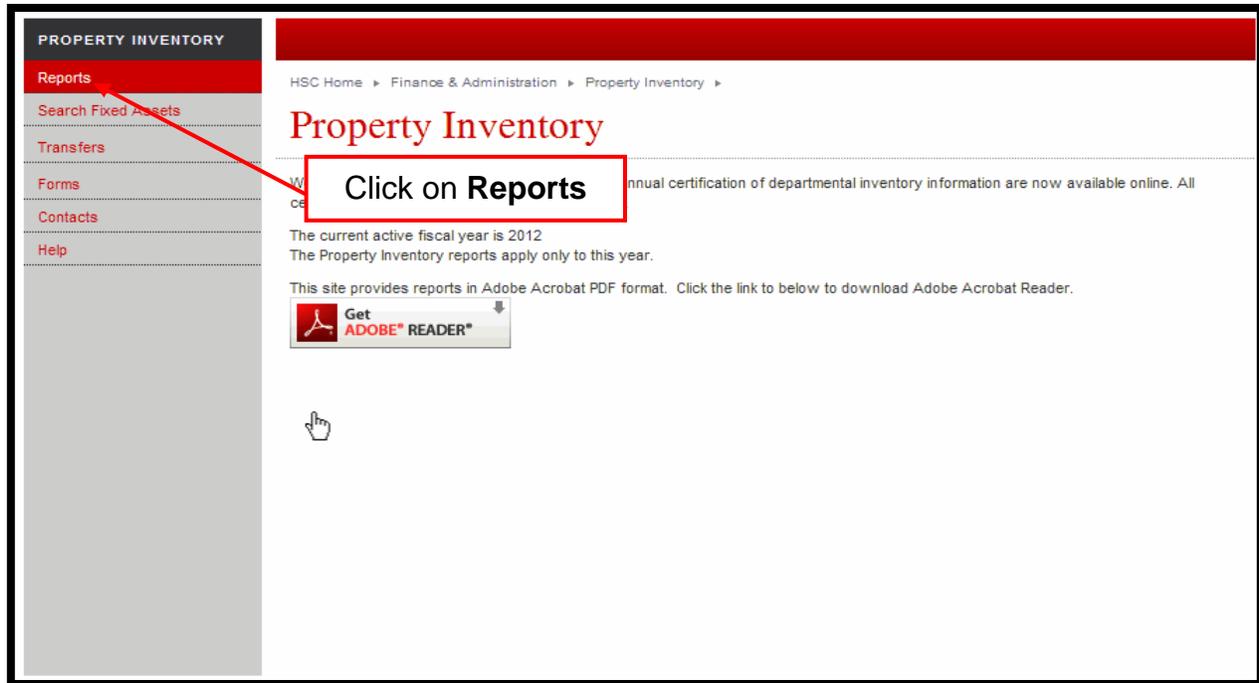
Changes Confirmed

Your changes have been queued to process into Banner. These changes should take effect within the next few minutes if not immediately.

Select Different Report or Organization



The next step in the certification process requires you to complete the **Items Not Yet Tagged** report. Click on the **Reports** link from the menu bar on the left side of the page.



From the Select Report page, select the appropriate **Organization** and the **Items Not Yet Tagged** report from the Available Reports. When you have completed your selection, click on **Go To Report**.



Select Report

Select the **Organization** and **Items Not Tagged** report

Click **Go To Report**

The **Items Not Yet Tagged** page will display a list of inventory items from the selected Organization that have not yet been tagged. To edit an item, click on **Edit**.

Items Not Yet Tagged

406001 - SOP Admin Dal
Richard Leff

Below is a list of inventory items for the selected Organization that have not yet been tagged. To edit an item click the edit link to put the row in 'edit mode'. In this mode the user is able to edit: Condition, Serial Number, Room, and Building. After editing one or more fields, either save the changes by clicking the 'Update' link for that row or cancel the changes by clicking the 'Cancel' link. After updating, rows that have been changed are highlighted in yellow. When done, click the 'Save Changes' button. This will queue your changes to process for Property Management to remove the updated assets from the report. To cancel all your changes, click the 'Undo All Changes' button.

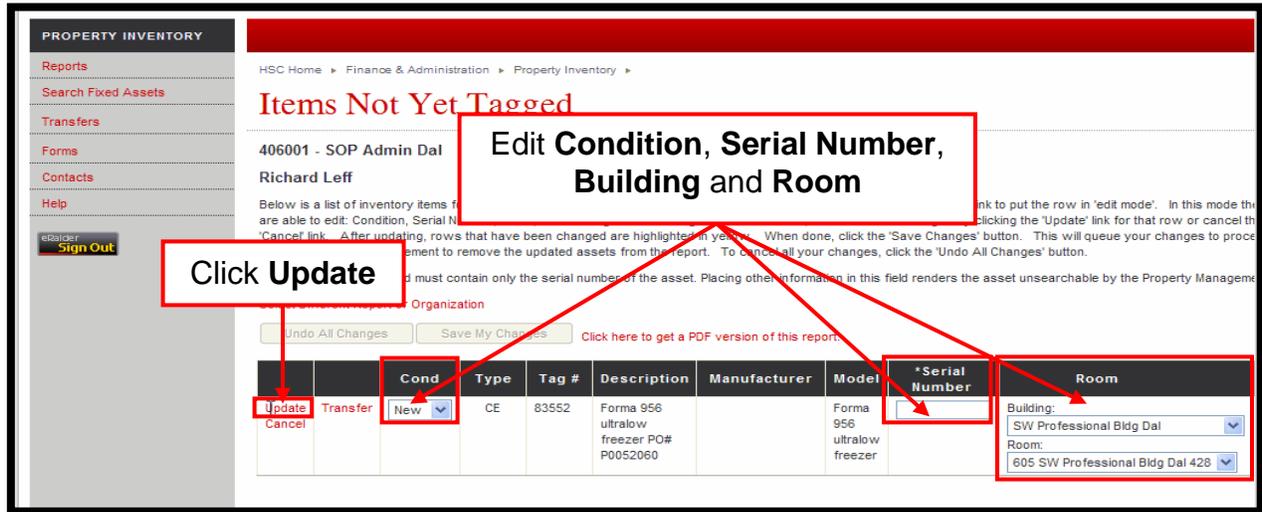
*The Serial Number field must contain only the serial number of the asset. Placing other information in this field renders the asset unsearchable by the Property Management System.

Click **Edit**

	Cond	Type	Tag #	Description	Manufacturer	Model	*Serial Number	Room
Edit	Transfer	N	CE	83552	Forma 956 ultralow freezer PO# P0052060	Forma 956 ultralow freezer		605 SW Professional Bldg Dal 428

By selecting **Edit**, you will place the row in the Edit Mode allowing you to enter any missing information or edit the **Condition**, **Serial Number**, **Room** and **Building** fields. It is important to note that the **Serial Number** must be entered as the serial number assigned by the

manufacturer. Do not enter any other information in this field. Placing other information in this field renders the asset unsearchable. You can cancel the changes by clicking on the **Cancel** link, or you can save these changes by selecting **Update** for each row that a change was entered.



Items Not Yet Tagged

406001 - SOP Admin Dal
Richard Leff

Below is a list of inventory items for the selected Organization that have not yet been tagged. To edit an item click the edit link to put the row in 'edit mode'. In this mode the user is able to edit: Condition, Serial Number, Building, and Room. When done, click the 'Save Changes' button. This will queue your changes to process in Banner. To cancel all your changes, click the 'Undo All Changes' button.

*The Serial Number field must contain only the serial number of the asset. Placing other information in this field renders the asset unsearchable by the Property Management System.

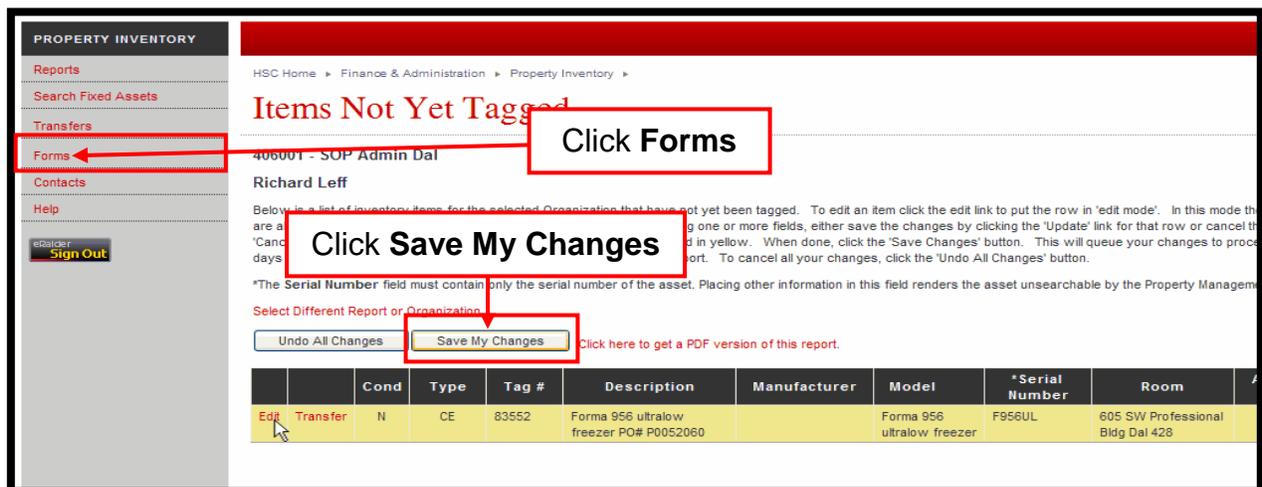
Select Different Report or Organization

Undo All Changes Save My Changes Click here to get a PDF version of this report.

	Cond	Type	Tag #	Description	Manufacturer	Model	*Serial Number	Room
Update Cancel	New	CE	83552	Forma 956 ultralow freezer PO# P0052060	Forma	Forma 956 ultralow freezer		Building: SW Professional Bldg Dal Room: 605 SW Professional Bldg Dal 428

After Updating, the rows where you have made your changes will be highlighted in yellow. To cancel all your changes, click on the **Undo All Changes** button. Verify that all the changes you have entered are correct and then click on **Save My Changes**. This will queue your changes to process in Banner. Allow 3 to 5 business days for Property Management to remove the updated assets from the **Items Not Yet Tagged** report.

To continue the Certification Process, click on the **Forms** link in the menu bar on the left side of the page.



Items Not Yet Tagged

406001 - SOP Admin Dal
Richard Leff

Below is a list of inventory items for the selected Organization that have not yet been tagged. To edit an item click the edit link to put the row in 'edit mode'. In this mode the user is able to edit: Condition, Serial Number, Building, and Room. When done, click the 'Save Changes' button. This will queue your changes to process in Banner. To cancel all your changes, click the 'Undo All Changes' button.

*The Serial Number field must contain only the serial number of the asset. Placing other information in this field renders the asset unsearchable by the Property Management System.

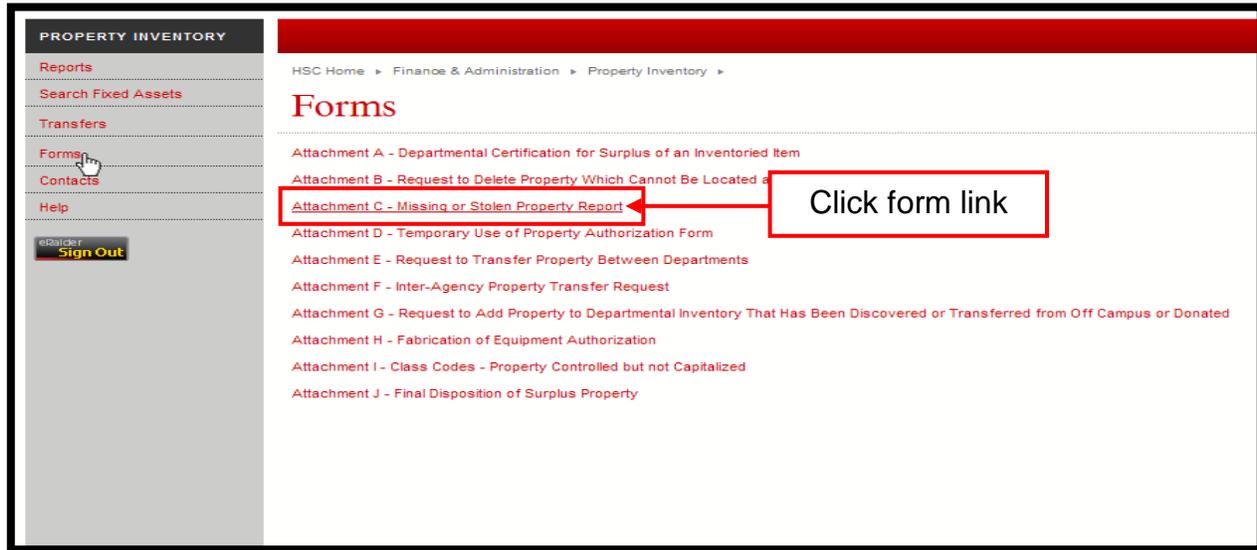
Select Different Report or Organization

Undo All Changes Save My Changes Click here to get a PDF version of this report.

	Cond	Type	Tag #	Description	Manufacturer	Model	*Serial Number	Room
Edit Transfer	N	CE	83552	Forma 956 ultralow freezer PO# P0052060	Forma	Forma 956 ultralow freezer	F956UL	605 SW Professional Bldg Dal 428

The **Forms** page will display. If there are inventory items that are on the **Departmental Inventory List** or **Items Not Yet Tagged** report and you cannot physically locate the items, you

must report the items as missing. Due diligence must be made to locate the items before you report them as missing. Report the missing items by completing and submitting a **Missing or Stolen Property Report** to Property Management. Click on the form link (Attachment C) to access the form.

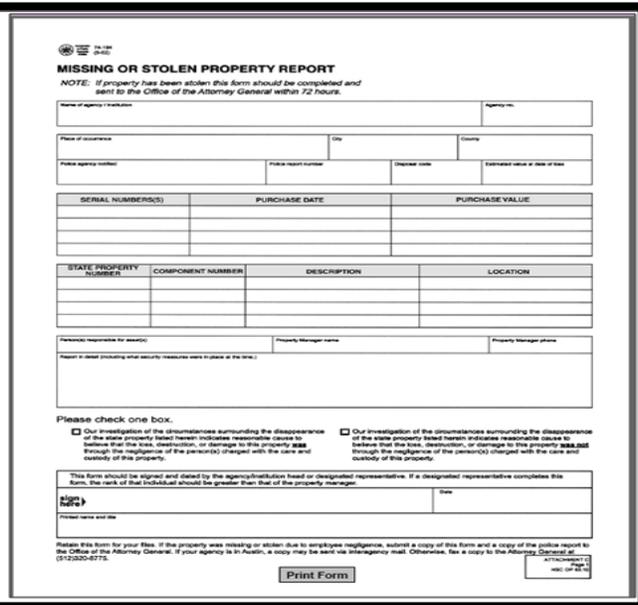


The screenshot shows a web interface for 'PROPERTY INVENTORY'. On the left is a navigation menu with links for Reports, Search Fixed Assets, Transfers, Forms, Contacts, and Help. The 'Forms' link is highlighted with a mouse cursor. On the right, the 'Forms' section lists various attachments. 'Attachment C - Missing or Stolen Property Report' is highlighted with a red box, and a red arrow points to it from a text box that says 'Click form link'.

Complete the **Missing or Stolen Property Report** form and submit it to Property Management. Please allow 3 to 5 business days for Property Management to process the form. The missing or stolen items must appear on the **Missing Report** before proceeding with the Certification Process.

Missing or Stolen Property

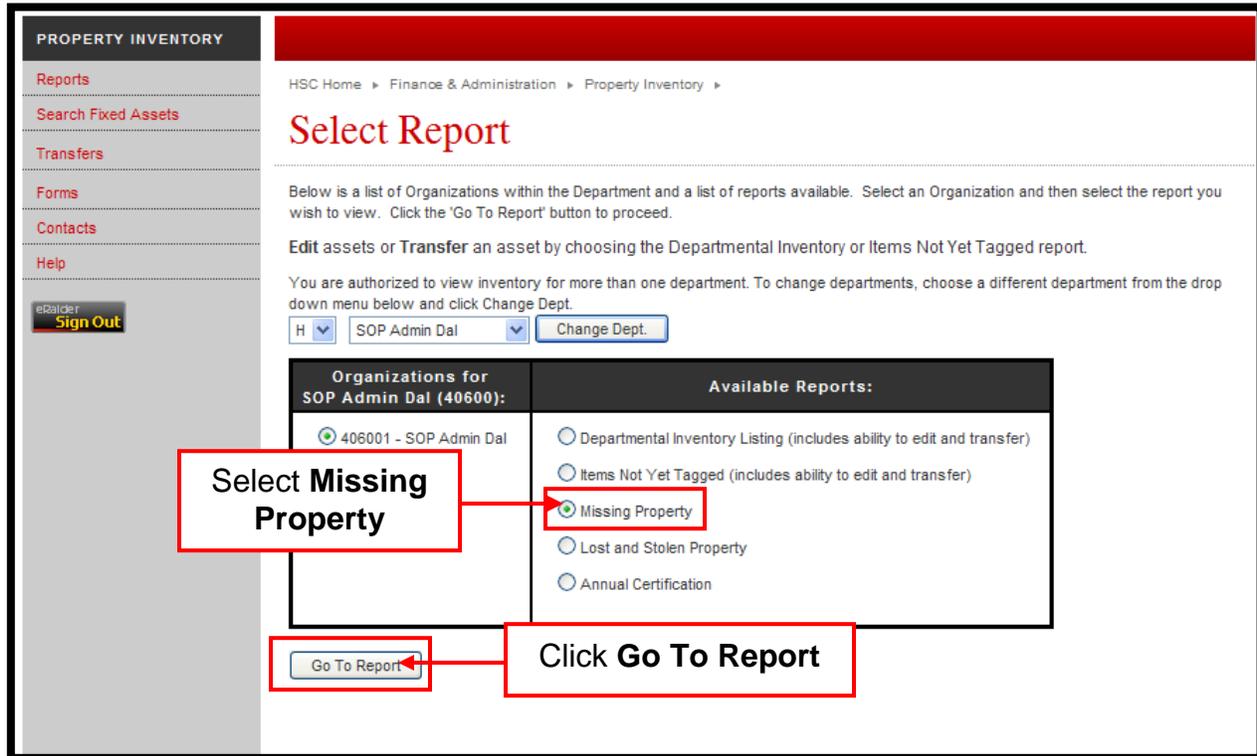
- Report inventory items on Departmental Inventory List or Items Not Yet Tagged Report that you cannot locate
- Items that are missing will be reported to the State Comptroller after a two year period if not located
- State funding could be reduced if dollar amount of missing items is substantial
- Complete form and submit to Property Management, Stop 6209 in Lubbock



The form is titled 'MISSING OR STOLEN PROPERTY REPORT'. It includes a note: 'NOTE: If property has been stolen this form should be completed and sent to the Office of the Attorney General within 72 hours.' The form contains several sections:

- Agency information: Name of agency/institution, Agency no., Place of occurrence, City, County.
- Inventory details: Public agency address, Public report number, Internal code, Estimated date of loss or date.
- Table for item details with columns: SERIAL NUMBER(S), PURCHASE DATE, PURCHASE VALUE.
- Table for state property with columns: STATE PROPERTY NUMBER, COMPONENT NUMBER, DESCRIPTION, LOCATION.
- Personnel information: (Personnel responsible for assets), Property Manager Name, Property Manager phone.
- Report a loss (including what security measures were in place at the time).
- Check one box:
 - Our investigation of the circumstances surrounding the disappearance of the state property listed herein indicates reasonable cause to believe that the loss, destruction, or damage to this property was through the negligence of the personnel charged with the care and custody of this property.
 - Our investigation of the circumstances surrounding the disappearance of the state property listed herein indicates reasonable cause to believe that the loss, destruction, or damage to this property was through the negligence of the personnel charged with the care and custody of this property.
- Signature and date fields.
- Footer: Retain this form for your files. If the property was missing or stolen due to employee negligence, submit a copy of this form and a copy of the police report to the Office of the Attorney General. If your agency is in Austin, a copy may be sent via interagency mail. Otherwise, fax a copy to the Attorney General at (512)330-8775. Includes a 'Print Form' button and a version number 'REV. 03/2015'.

After allowing adequate time for the missing or stolen items to be processed, you can proceed to the Missing Property step of the Certification Process. Click on the **Reports** link in the menu bar on the left side of the page. Select the **Missing Property** report from the list of **Available Reports** and click on **Go To Report**.



PROPERTY INVENTORY

HSC Home > Finance & Administration > Property Inventory >

Select Report

Below is a list of Organizations within the Department and a list of reports available. Select an Organization and then select the report you wish to view. Click the 'Go To Report' button to proceed.

Edit assets or Transfer an asset by choosing the Departmental Inventory or Items Not Yet Tagged report.

You are authorized to view inventory for more than one department. To change departments, choose a different department from the drop down menu below and click Change Dept.

H | SOP Admin Dal | Change Dept.

Organizations for SOP Admin Dal (40600):	Available Reports:
<input checked="" type="radio"/> 406001 - SOP Admin Dal	<input type="radio"/> Departmental Inventory Listing (includes ability to edit and transfer)
	<input type="radio"/> Items Not Yet Tagged (includes ability to edit and transfer)
	<input checked="" type="radio"/> Missing Property
	<input type="radio"/> Lost and Stolen Property
	<input type="radio"/> Annual Certification

Go To Report

The **Missing Property** page will display. You can print this report for your records by selecting the **Click here to get a PDF version of this report** link. Please verify that the items listed on the **Missing Property** page are actually missing. If there is an item on this list that has been located, notify Property Management at propertymanagement@TTUHSCEP.edu. If an item on this list has been stolen, you must submit the **Request to Delete Property Which Cannot Be Located as a Result of Theft or Loss** form to Property Management. You can access this form by clicking on the **Forms** link in the menu bar on the left side of the page. Please make every attempt to locate all missing items as they will be reported to the State Comptroller's Office after two calendar years from the date that it was determined the property was missing.

To proceed, click on the **Reports** link in the menu bar on the left side of the page.



PROPERTY INVENTORY

Reports
Search Fixed Assets
Transfers
Forms
Contacts
Help

HSC Home > Finance & Administration > Property Inventory >

Missing Property

Click Reports

Below is a list of property reported missing for the selected organization.

[Click here to get a PDF version of this report.](#)

Cond	Type	Tag #	Description	Manufacturer	Model	Serial Number	Room	Acquire Date
P	CA	63413	Computer Laptop Inspiron 5000	Dell Computer	Surplus	8EDYT	812 Dallas SOP 100	11/21/20

The **Select Report** page will display. Select the **Lost and Stolen Property** report from the list of **Available Reports** and click on **Go To Report**.

PROPERTY INVENTORY

Reports
Search Fixed Assets
Transfers
Forms
Contacts
Help

HSC Home > Finance & Administration > Property Inventory >

Select Report

Below is a list of Organizations within the Department and a list of reports available. Select an Organization and then select the report you wish to view. Click the 'Go To Report' button to proceed.

Edit assets or Transfer an asset by choosing the Departmental Inventory or Items Not Yet Tagged report.

You are authorized to view inventory for more than one department. To change departments, choose a different department from the drop down menu below and click Change Dept.

H | SOP Admin Dal | Change Dept.

Organizations for SOP Admin Dal (40600):	Available Reports:
<ul style="list-style-type: none"> 406001 - SOP Admin Dal 	<ul style="list-style-type: none"> <input type="radio"/> Departmental Inventory Listing (includes ability to edit and transfer) <input type="radio"/> Items Not Yet Tagged (includes ability to edit and transfer) <input checked="" type="radio"/> Missing Property <input checked="" type="radio"/> Lost and Stolen Property <input type="radio"/> Annual Certification

Select Lost and Stolen Property

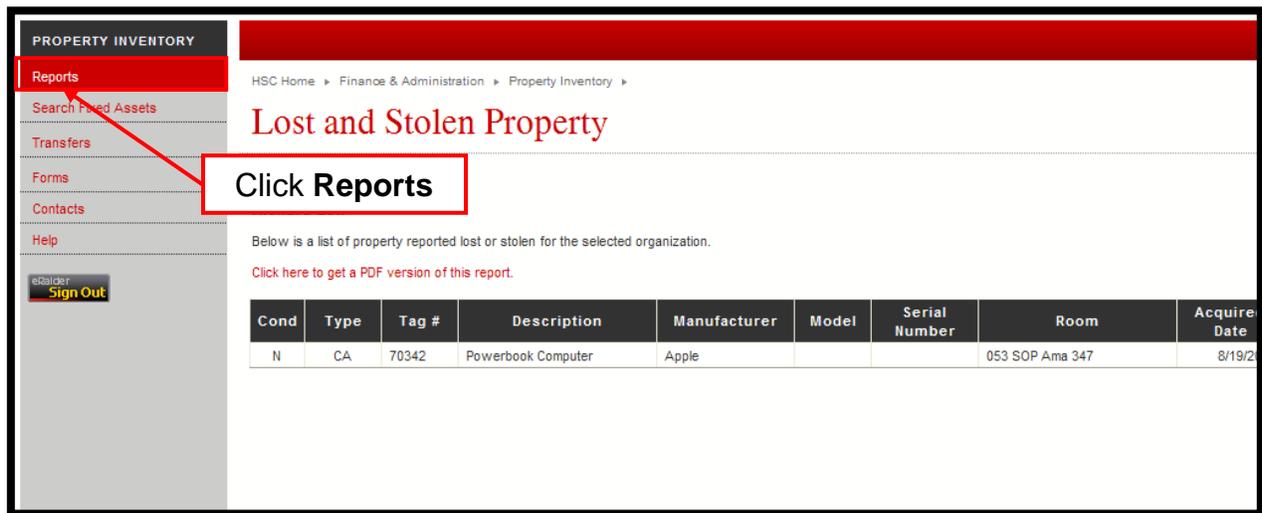
Click Go To Report

Go To Report

The **Lost and Stolen Property** page will display. If items on this list have been located, please notify Property Management at propertymanagement@TTUHSCEP.edu. After two years, the items that have been reported as missing are moved to the **Lost and Stolen Property** report and submitted to the State Comptroller's Office. If the amount of loss is substantial, TTUHSCEP could lose a proportional amount of state funding. Please make every effort possible to locate missing

property before it is submitted to the State Comptroller's Office. You can print this report for your records by selecting the **Click here to get a PDF version of this report** link.

To proceed to the next step, click on the **Reports** link in the menu bar on the left side of the page.



PROPERTY INVENTORY

Reports

Search Fixed Assets

Transfers

Forms

Contacts

Help

Sign Out

HSC Home > Finance & Administration > Property Inventory >

Lost and Stolen Property

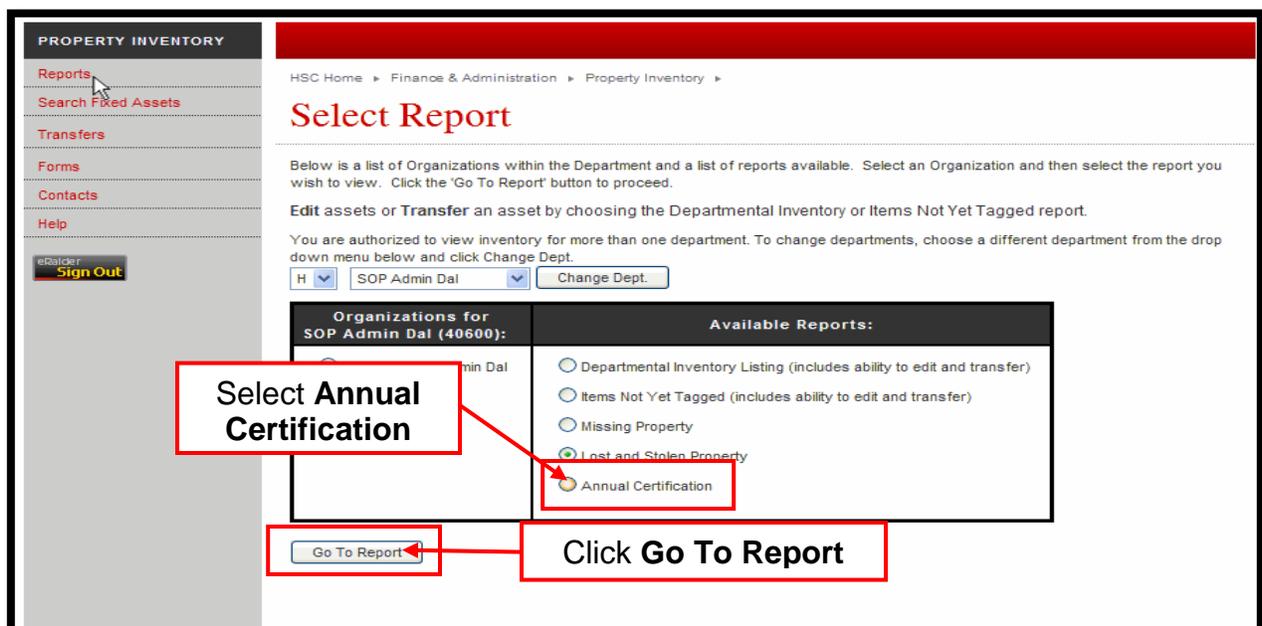
Click Reports

Below is a list of property reported lost or stolen for the selected organization.

[Click here to get a PDF version of this report.](#)

Cond	Type	Tag #	Description	Manufacturer	Model	Serial Number	Room	Acquire Date
N	CA	70342	Powerbook Computer	Apple			053 SOP Ama 347	8/19/2

The **Select Report** page displays. After you have completed all edits and transfers, reported missing items, and verified that your **Departmental Inventory Listing** is correct, you are ready to submit this year's reports for certification. Please keep in mind that any changes that were submitted to Property Management could take several days to process and you must ensure these items are appropriately reflected on the reports. Select **Annual Certification** from the list of **Available Reports** and click on **Go To Report**.



PROPERTY INVENTORY

Reports

Search Fixed Assets

Transfers

Forms

Contacts

Help

Sign Out

HSC Home > Finance & Administration > Property Inventory >

Select Report

Below is a list of Organizations within the Department and a list of reports available. Select an Organization and then select the report you wish to view. Click the 'Go To Report' button to proceed.

Edit assets or Transfer an asset by choosing the Departmental Inventory or Items Not Yet Tagged report.

You are authorized to view inventory for more than one department. To change departments, choose a different department from the drop down menu below and click Change Dept.

H | SOP Admin Dal | Change Dept.

Organizations for SOP Admin Dal (40600):	Available Reports:
SOP Admin Dal	<input type="radio"/> Departmental Inventory Listing (includes ability to edit and transfer) <input type="radio"/> Items Not Yet Tagged (includes ability to edit and transfer) <input type="radio"/> Missing Property <input checked="" type="radio"/> Lost and Stolen Property <input type="radio"/> Annual Certification

Select Annual Certification

Go To Report

Click Go To Report



The **Annual Certification History** page displays. This page includes a listing of previous years' certified inventory reports for the selected Organization. Click on **Submit This Year's Inventory Reports for Annual Certification** link.

PROPERTY INVENTORY

Reports

Search Fixed Assets

Transfers

Forms

Contacts

Help

Sign Out

HSC Home » Finance & Administration » Property Inventory »

Annual Certification History

406001 - SOP Admin Dal

Below is a listing of previous years' certified inventory reports for the selected department. The reports are static snapshots of the inventory at the time they were submitted this year's inventory to a property custodian for annual certification, click the link below.

Select Different Report or Organization

[Submit This Year's Inventory Reports for Annual Certification](#)

Click this link

Fiscal Year	Submitted By	Submit Date	Property Custodian	Approve Date	Department Inventory	Items Not Tagged	Missing	L
2009	Terry Dalton	8/29/2012 4:13:57 PM			View Report	View Report	View Report	View Report
2010	Terry Dalton	8/29/2012 4:15:07 PM			View Report	View Report	View Report	View Report
2011	Terry Dalton	8/29/2012 4:16:20 PM			View Report	View Report	View Report	View Report

The **Submit Annual Certification** page displays. The top part of the page provides links to each of the inventory reports that will be submitted. Click on the links and make sure each of the reports is correct. The middle of the page contains a statement that you are asserting to when you submit your certification. It is important to read this statement and understand that you are affirming that the condition and location of all property is accurately reflected in the TTUHSCEP Property Inventory System. The bottom of the page lists the name of the person designated as the approver for the certification of the annual property inventory. If the person listed is not the correct person, contact Property Management. The bottom of the page also contains the button to submit the certification. After verifying the inventory is correct, click on **The Reports above are correct. Submit for Annual Certification** button.



PROPERTY INVENTORY

HSC Home ▶ Finance & Administration ▶ Property Inventory ▶

Submit Annual Certification for FY12

406001 - SOP Admin Dal

Make sure each of the reports below are correct. An email will be sent to the current property custodian notifying them that they have an approval pending.

Department Inventory Report
Items Not Tagged Report
Missing Report
Lost and Stolen Report

Inventory Report links

By submitting these reports for annual certification, you are asserting the following statement:
A physical inventory has been conducted for all capitalized and controlled personal property for the above department. The condition and location of all property is accurately reflected in the TTUHSC Property Inventory system. Changes needed as a result of this inventory were made to the TTUHSC Property Inventory system. Paperwork for missing, lost or stolen property has been submitted and appropriately reflected on the Missing Property or Lost and Stolen Property Report.

Click button to submit

Richard Leff is currently designated as the approver for this annual certification. Once you submit these reports for annual certification, an email will be sent to this person indicating that they need to log in to approve. If you believe this is not the correct person to approve these items, contact the Property Inventory office.

The reports above are correct. Submit for Annual Certification.

[Back to Annual Certification History](#)
[Select Different Report or Department](#)

When the departmental inventory is submitted for certification, the submitter and the date the report was submitted will display on the **Annual Certification History** page.

PROPERTY INVENTORY

HSC Home ▶ Finance & Administration ▶ Property Inventory ▶

Annual Certification History

406001 - SOP Admin Dal

Below is a listing of previous years' certified inventory reports for the selected department. The reports are static snapshots of the inventory at the time they were submitted for certification. To submit this year's inventory to a property custodian for annual certification, click the link below.

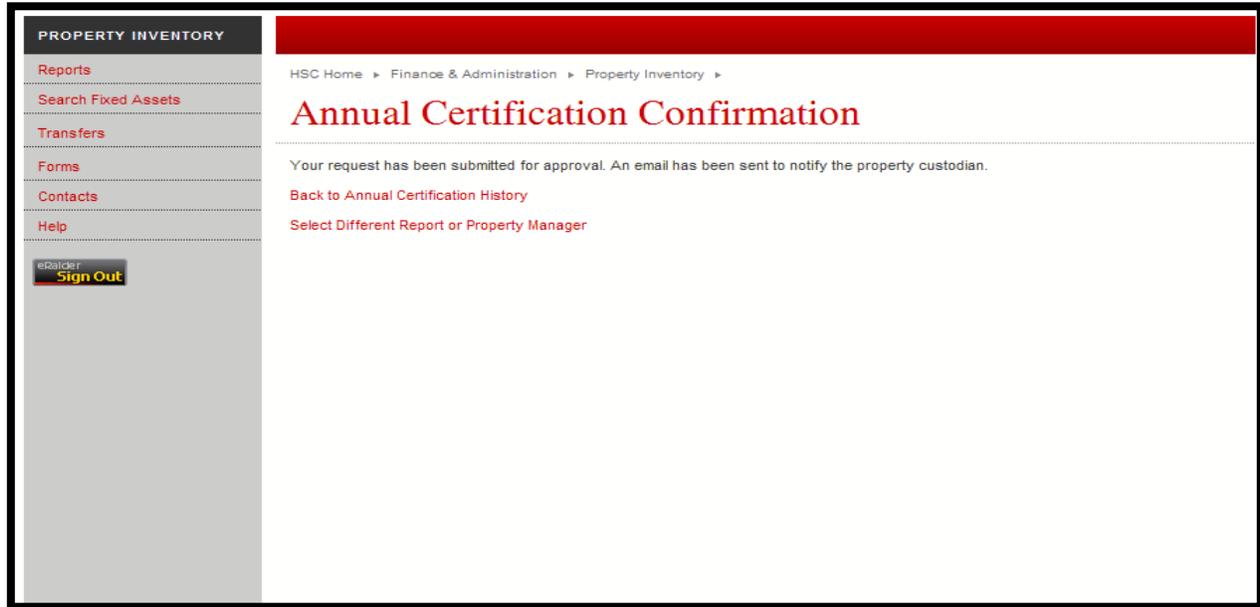
Select Different Report or Organization

Submit This Year's Inventory Reports for Annual Certification

Fiscal Year	Submitted By	Submit Date	Property Custodian	Approve Date	Department Inventory	Items Not Tagged	Missing	Lost and Stolen
2009	Terry Dalton	8/29/2012 4:13:57 PM			View Report	View Report	View Report	View Report
2010	Terry Dalton	8/29/2012 4:15:07 PM			View Report	View Report	View Report	View Report
2011	Terry Dalton	8/29/2012 4:16:20 PM			View Report	View Report	View Report	View Report
2012	Terry Dalton	8/30/2012 10:32:38 AM			View Report	View Report	View Report	View Report

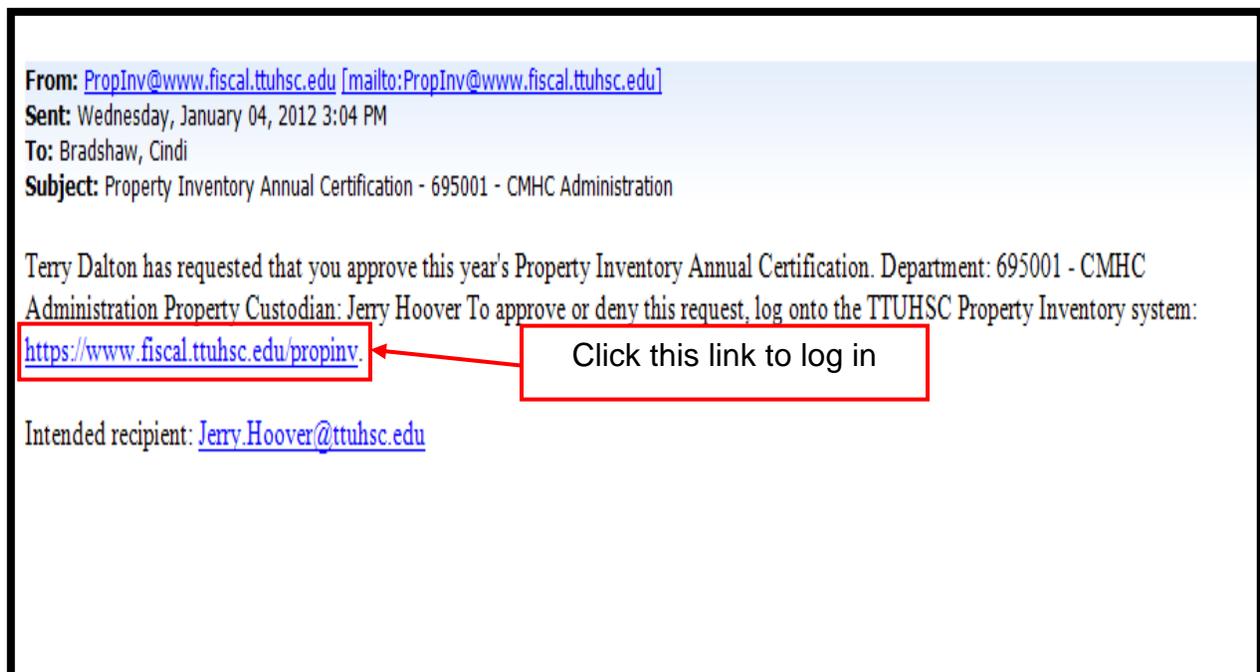
**Submitted By and
Submit Date**

The Confirmation screen confirms the Annual Certification has been submitted for approval.



The screenshot shows a web application interface for 'PROPERTY INVENTORY'. On the left is a navigation menu with links for Reports, Search Fixed Assets, Transfers, Forms, Contacts, Help, and a Sign Out button. The main content area has a red header bar and displays the title 'Annual Certification Confirmation'. Below the title, it states: 'Your request has been submitted for approval. An email has been sent to notify the property custodian.' Two links are provided: 'Back to Annual Certification History' and 'Select Different Report or Property Manager'.

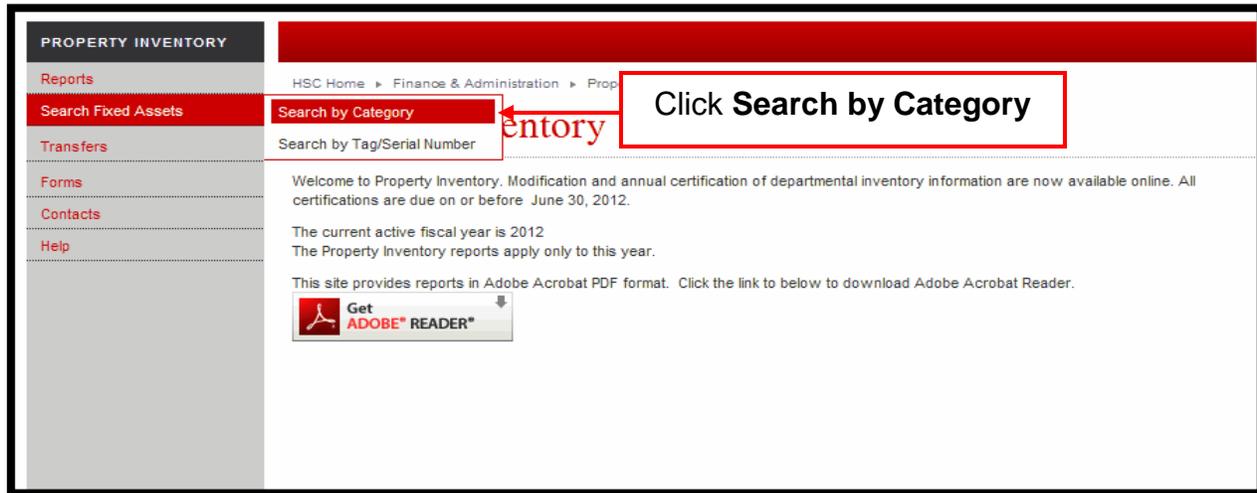
An automated email is sent to the departmental property custodian to notify them that the inventory is ready for annual certification. When the property custodian receives the email notification, they must click on the link in the email and log into the TTUHSC Property Inventory System. Select **Certify the Annual Inventory** to approve the Property Inventory Annual Certification and complete the process.



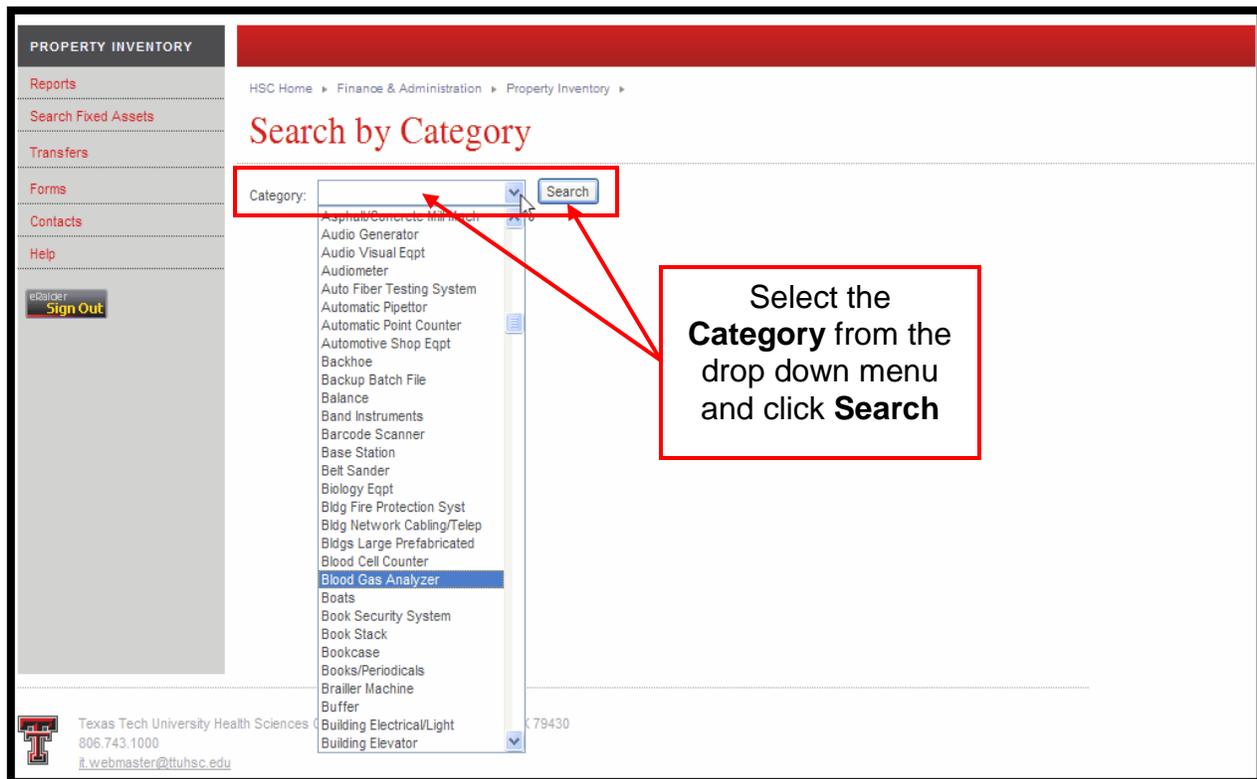
The screenshot shows an email notification. The header includes: 'From: PropInv@www.fiscal.ttuhs.edu [mailto:PropInv@www.fiscal.ttuhs.edu]', 'Sent: Wednesday, January 04, 2012 3:04 PM', 'To: Bradshaw, Cindi', and 'Subject: Property Inventory Annual Certification - 695001 - CMHC Administration'. The body text reads: 'Terry Dalton has requested that you approve this year's Property Inventory Annual Certification. Department: 695001 - CMHC Administration Property Custodian: Jerry Hoover To approve or deny this request, log onto the TTUHSC Property Inventory system: <https://www.fiscal.ttuhs.edu/propinv>.' A red box highlights the URL, and a red arrow points from a text box containing 'Click this link to log in' to the URL. At the bottom, it says 'Intended recipient: Jerry.Hoover@ttuhsc.edu'.

Search Fixed Assets

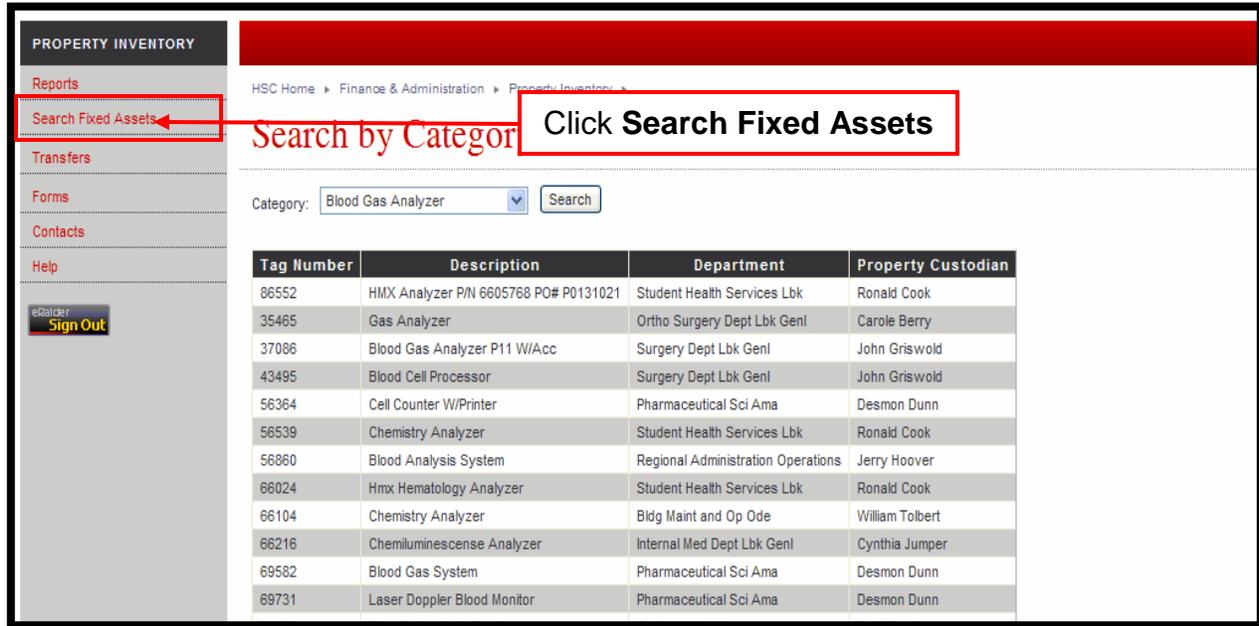
The Property Inventory System has two search options to search for Fixed Assets. You can **Search by Category** and **Search by Tag/Serial Number**. To search by category, select the **Search Fixed Asset** link from the menu bar on the left and click on **Search by Category**.



The **Search by Category** page displays. Select the **Category** from the drop down menu and click on **Search**.



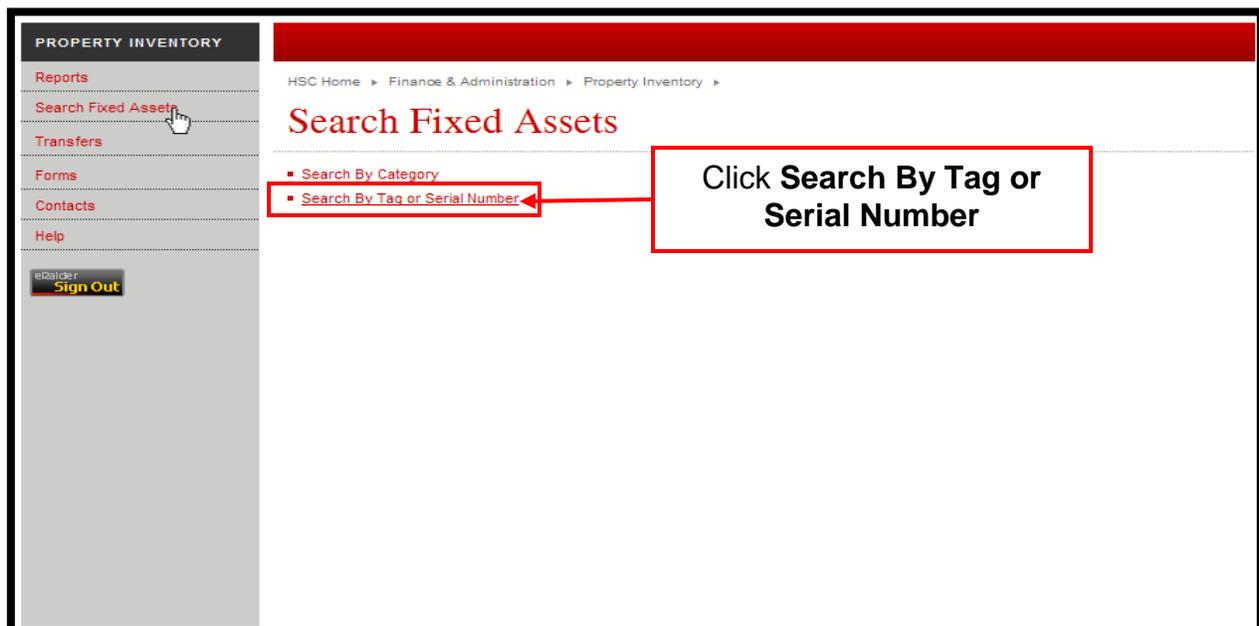
A list of all items at TTUHSCEP that are in the category selected will display with the **Tag Number, Description, Department** and **Property Custodian**. To continue to search fixed assets, click on the **Search Fixed Assets** link in the menu bar on the left side of the page.



The screenshot shows the 'PROPERTY INVENTORY' system interface. On the left is a navigation menu with 'Search Fixed Assets' highlighted. A red box and arrow point to this link with the text 'Click Search Fixed Assets'. The main content area shows a breadcrumb trail: 'HSC Home > Finance & Administration > Property Inventory > Search Fixed Assets'. Below this is a 'Search by Category' section with a dropdown menu set to 'Blood Gas Analyzer' and a 'Search' button. A table of assets is displayed below:

Tag Number	Description	Department	Property Custodian
86552	HMX Analyzer P/N 6605768 PO# P0131021	Student Health Services Lbk	Ronald Cook
35465	Gas Analyzer	Ortho Surgery Dept Lbk Genl	Carole Berry
37086	Blood Gas Analyzer P11 W/Acc	Surgery Dept Lbk Genl	John Griswold
43495	Blood Cell Processor	Surgery Dept Lbk Genl	John Griswold
56364	Cell Counter W/Printer	Pharmaceutical Sci Ama	Desmon Dunn
56539	Chemistry Analyzer	Student Health Services Lbk	Ronald Cook
56860	Blood Analysis System	Regional Administration Operations	Jerry Hoover
66024	Hmx Hematology Analyzer	Student Health Services Lbk	Ronald Cook
66104	Chemistry Analyzer	Bldg Maint and Op Ode	William Tolbert
66216	Chemiluminescence Analyzer	Internal Med Dept Lbk Genl	Cynthia Jumper
69582	Blood Gas System	Pharmaceutical Sci Ama	Desmon Dunn
69731	Laser Doppler Blood Monitor	Pharmaceutical Sci Ama	Desmon Dunn

The **Search Fixed Assets** page displays. If you find items in your department that are not on your inventory list, you can search by either tag or serial number to determine whose inventory list the item is on. It is possible that one department transferred an item to your department, but the documentation was not completed. Please notify Property Management if this is the case. To search by tag or serial number, click on the **Search By Tag or Serial Number** link.



This screenshot shows the 'Search Fixed Assets' page with the search options menu open. A red box and arrow point to the 'Search By Tag or Serial Number' option with the text 'Click Search By Tag or Serial Number'. The page title is 'Search Fixed Assets' and the breadcrumb trail is 'HSC Home > Finance & Administration > Property Inventory > Search Fixed Assets'. The search options are:

- Search By Category
- Search By Tag or Serial Number



Enter the **Tag Number** or **Serial Number** and click on **Search**.

The screenshot shows the 'PROPERTY INVENTORY' section of the HSC website. The main heading is 'Search by Service Tag Number/Serial Number'. Below this, there is a search form with the label 'Tag Number or Serial Number:' followed by an empty text input field and a 'Search' button. A red box highlights the input field and the 'Search' button, with two red arrows pointing from the box to each. A text box with a red border contains the instruction: 'Enter Tag Number or Serial Number and Click Search'.

The search results will display with the **Tag Number**, **Serial Number**, **Manufacturer**, **Model**, **Description**, **Location (Room and Building)**, **Acquisition Date**, **Department**, **Organization**, and **Property Custodian**.

The screenshot shows the search results page. The search input field now contains the value '74703'. Below the search form, a table displays the search results. The table has the following columns: Tag Number, Serial Number, Manufacturer, Model, Description, Room, Acquisition Date, COAS, Department, and Organization. The first row of data is as follows:

Tag Number	Serial Number	Manufacturer	Model	Description	Room	Acquisition Date	COAS	Department	Organization
74703	9V8BWC1	Dell Computer		Computer Precision 390	055 TTMCWSW MOB Lbk 240H	5/4/2007	H	Business Affairs Lbk	Business Affairs



Transfers

If during the verification process you have inventory items that need to be transferred to another department, select the **Transfers** link in the menu bar on the left side of the page and click on **Initiate**.

The screenshot shows the 'PROPERTY INVENTORY' interface. On the left, a navigation menu has 'Transfers' highlighted in red. The main content area shows a breadcrumb trail: 'HSC Home > Finance & Administration > Property Inventory >'. Below this, the text 'Select Report' is displayed in red. A red box highlights the 'Initiate' button in the 'Transfers' menu, with an arrow pointing to it and the text 'Click Initiate'. Below the menu, there are dropdown menus for 'H' and 'SOP Admin Dal', and a 'Change Dept.' button. A table titled 'Organizations for SOP Admin Dal (40600):' lists '406001 - SOP Admin Dal' with a selected radio button. To the right, a table titled 'Available Reports:' lists several reports, with 'Departmental Inventory Listing (includes ability to edit and transfer)' selected. A 'Go To Report' button is at the bottom.

You can transfer an asset from the **Departmental Inventory Listing** or **Items Not Yet Tagged** Report. Select the report from the list of available reports and click on **Go To Report**.

This screenshot is similar to the previous one but focuses on the 'Available Reports' section. The 'Departmental Inventory Listing (includes ability to edit and transfer)' report is selected with a radio button. A red box highlights this report with the text 'Select the Report'. Below the reports, the 'Go To Report' button is highlighted with a red box and the text 'Click Go To Report'. The 'Organizations' table and other interface elements are also visible.



You can initiate a transfer by clicking on the red **Transfer** link located on the line item of the asset you wish to transfer.

PROPERTY INVENTORY

Reports (Edit, Transfer, Certify) | HSC Home > Finance & Administration > Property Inventory >

Search Fixed Assets

Departmental Inventory

406001 - SOP Admin Dal
Richard Leff

Below is a list of inventory items for the selected Organization. To edit an item click the edit link to put the row in 'edit mode'. In this mode there are four fields which you are able to edit: Condition, Serial Number, Room, and Building. After editing one or more fields, either save the changes by clicking the 'Update' link for that row or cancel the changes by clicking the 'Cancel' link. After updating, rows that have been changed are highlighted in yellow. When done, click the 'Save Changes' button. This will queue your changes to process in Banner. To cancel all your changes, click the 'Undo All Changes' button.

*The Serial Number field must contain only the serial number of the asset. Placing other information in this field renders the asset unsearchable by the Property Management office.

Select Different Report or Organization

Undo All Changes | Save My Changes | [Click here to get a PDF version of this report.](#)

		Cond	Type	Tag #	Description	Manufacturer	Model	*Serial Number	Room	Acquired Date	Amount
Edit	Transfer	P	CA	63413	Computer Laptop Inspiron 5000	Dell Computer	Surplus	8EDYT	812 Dallas SOP 100	11/21/2000	2,653.00
Edit	Transfer	P	CE	63417	Balance	Mettler-Toledo	Ax205	119391374	605 SW Professional Bldg Dal 428	11/27/2000	5,974.94
Edit	Transfer	G	CE					U260-270696-VO	605 SW Professional Bldg Dal 428	10/12/2004	8,248.05
Edit	Transfer	G	CE	70541	Centrifuge	Epindorf		30032	605 SW Professional Bldg Dal 428	10/12/2004	6,337.50
Edit	Transfer	G	CF	70542	Balance	Mettler-Toledo		1125220584	605 SW	10/12/2004	7,888.08

The Transfer page will be pre-populated in the left box with the Tag#, Description, Orgn and current Room location of the asset you have selected to transfer. Displayed in the right box are the Department, Orgn, Building and Room the asset is to be transferred to. The initiator must enter the Department and Orgn from the drop down menu for submission. The Building, Room and Transfer Reason may be entered at this point but are not required for submission. From the drop down menu, select the **Department** and **Orgn** and click on **Submit**.

PROPERTY INVENTORY

Reports (Edit, Transfer, Certify) | HSC Home > Finance & Administration > Property Inventory >

Search Fixed Assets

Transfer

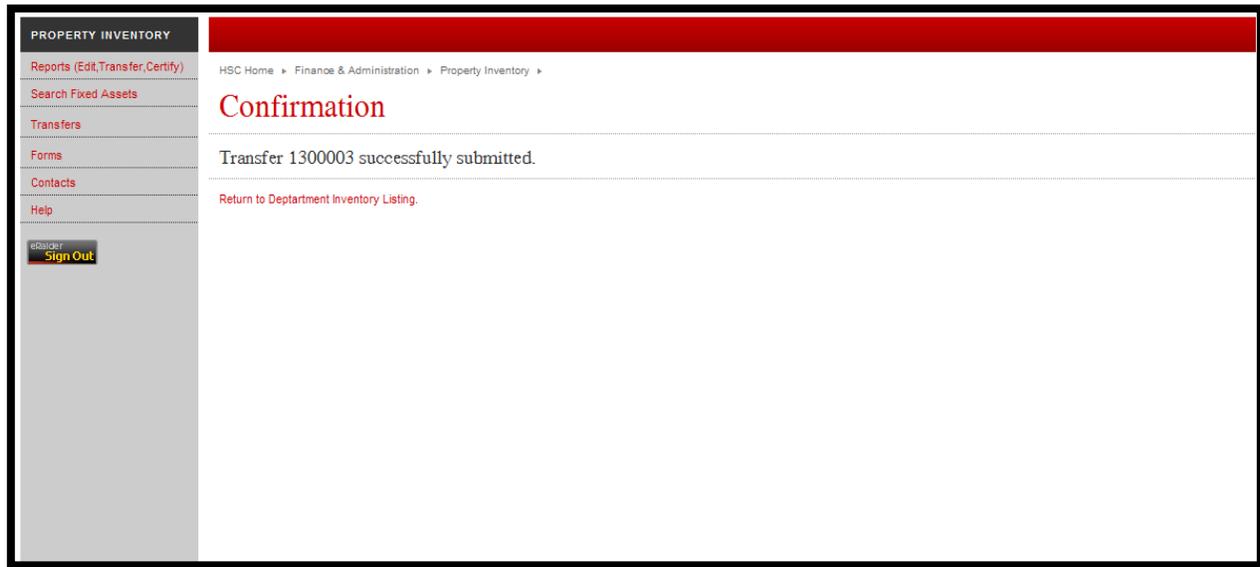
Initiated by Terry Dalton (+)Help

Tag #: 63413
Desc: Computer Laptop Inspiron 5000
Orgn: 406001
Room: 812 Dallas SOP 100

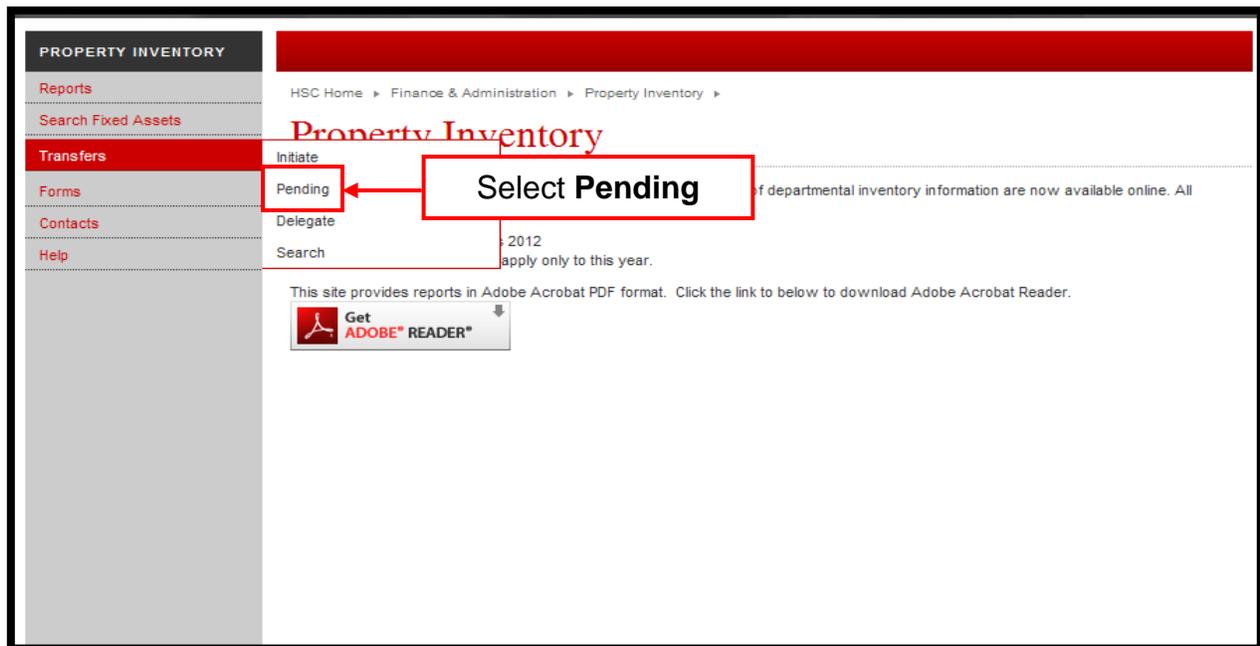
Department:
Orgn:
Building:
Room:

Transfer Reason:

You will receive a Confirmation screen indicating the transfer has been successfully submitted and the Transfer Number will also be provided. An automated email is sent to the property custodian of the Department the asset is being transferred to.



To view the transfer, mouse over the **Transfers** tab in the menu bar on the left side of the page and select **Pending**.



The Pending Transfers page will provide a list of transfers on which you are either the initiator, the custodian of the Department the asset is being transferred to, or the delegate approver for that custodian. Click on the red transfer **ID** number link to view the transfer.



PROPERTY INVENTORY

HSC Home > Finance & Administration > Property Inventory >

Pending Transfers

The following is a list of transfers on which you are either the initiator, the custodian of the orgn the asset is being transferred to, or the delegate approver for that custodian. Click on the red transfer id number to view the transfer.

ID	Tag #	Description	Initiator	From	To
1300003	63413	Computer Laptop Inspiron 5000	Terry Dalton	406001	201101

Click Red ID Number

If you are the initiator of the transfer you can cancel a transfer if the transfer is in a submitted status (not approved or rejected). Entering comments for the reason of cancellation is recommended but not required. When the initiator of a transfer cancels a transfer, an automated email will be sent to the property custodian. In some instances, the initiator of the transfer may also be the approver as the receiving department's property custodian or the custodian's delegate. To approve this transfer, enter the **Building** and **Room** from the drop down menu and enter a **Transfer Reason**. When completed, click on **Approve**.

PROPERTY INVENTORY

HSC Home > Finance & Administration > Property Inventory >

Transfer 1300003

Initiated by Terry Dalton on Sep 18, 2012

Tag #: 63413
Desc: Computer Laptop Inspiron 5000
Orgn: 406001
Room: 2N100

Department: 20110 - Business Affairs Lbk
Orgn: 201101 - Business Affairs Lbk

Building: [Dropdown]
Room: [Dropdown]

Transfer Reason: [Text Field]

Approve Cancel

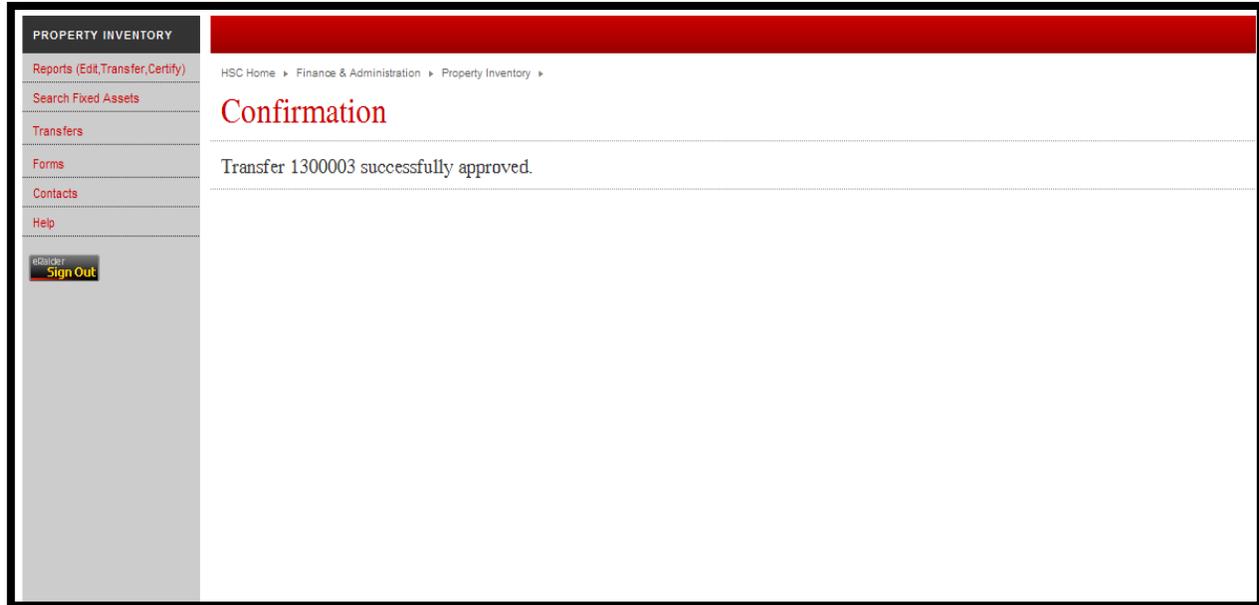
Cancel Comments (Optional): [Text Field]

Click Approve

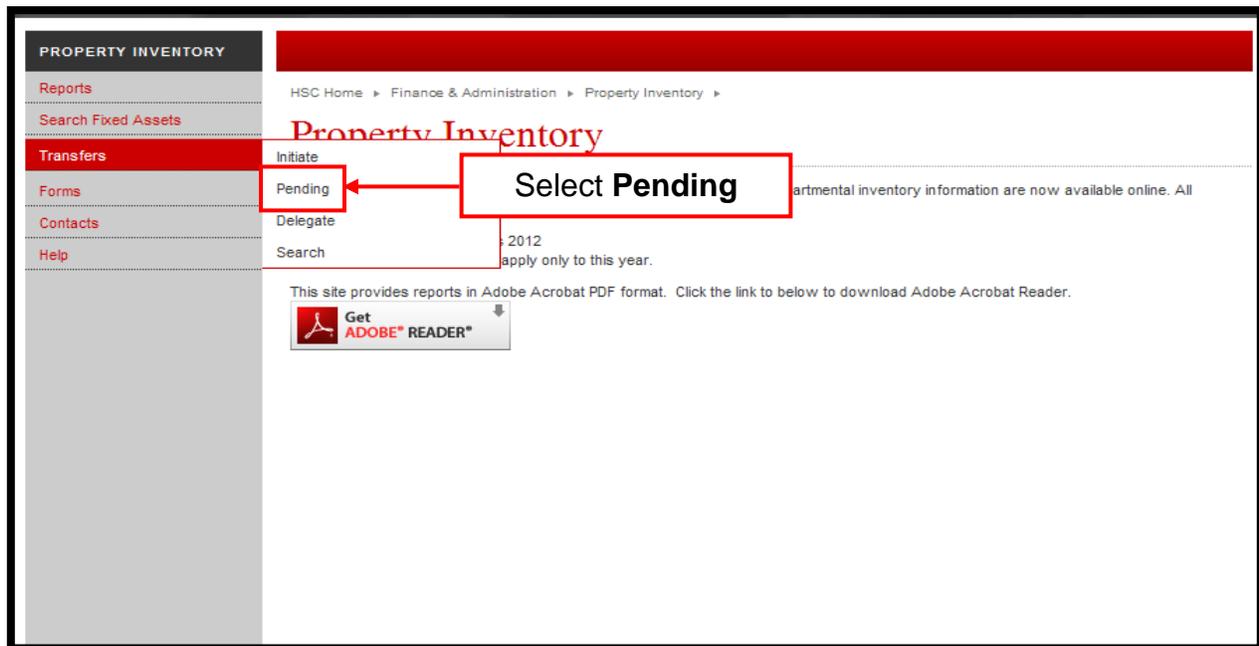
Enter the Building and Room

Enter a Transfer Reason

You will receive a confirmation screen indicating the transfer has been successfully approved. An automated email will be sent to the initiator when a transfer has been approved.



To view and approve transfers initiated to the Department where you are the property custodian or delegate approver, mouse over the **Transfers** tab in the menu bar on the left side of the page and select **Pending**.



On the Pending Transfers page, locate the transfer you wish to view and approve, and Click on the red transfer ID number link.



PROPERTY INVENTORY

HSC Home > Finance & Administration > Property Inventory >

Pending Transfers

The following is a list of transfers on which you are either the initiator, the custodian of the orgn the asset is being transferred to, or the delegate approver for that custodian. Click on the red transfer id number to view the transfer.

ID	Tag #	Description	Initiator	From	To
1200037	63023	Printer Laserjet 2100xi	Cindi Bradshaw	201201	201101
1200038	68024	Dell Dimension 4600 Desktop	Cindi Bradshaw	201161	201101
1200039	74713	Computer Optiplex 745	Cindi Bradshaw	201201	201101

Click on red ID

As the receiving department's custodian or custodian's delegate, you can reject a transfer by clicking on Reject if the transfer is in a submitted status (not approved or cancelled). Entering comments for the reason of rejection is recommended but not required. An automated email is sent to the initiator when a transfer is rejected. To approve this transfer, enter the **Building** and **Room** from the drop down menu and enter a **Transfer Reason**. When completed, click on **Approve**.

PROPERTY INVENTORY

HSC Home > Finance & Administration > Property Inventory >

Transfer 1200037

Initiated by Cindi Bradshaw on Aug 23, 2012

Tag #: 63023

Department: 20110 - Business Affairs Lbk
Orgn: 201101 - Business Affairs Lbk

Building: TTMCWSW Med Ofc Bldg Lbk
Room: 055 TTMCWSW Lbk 100

Transfer Reason: Needed an additional printer

Approve Reject

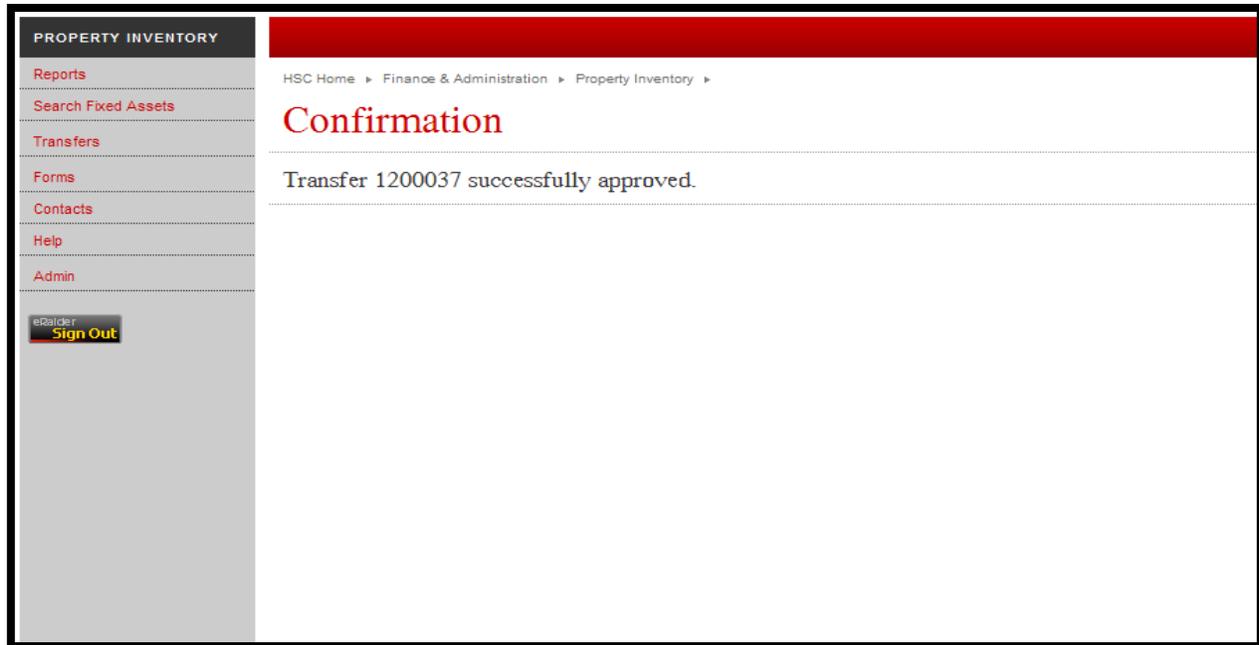
Reject Comments (Optional):

Enter the Building and Room

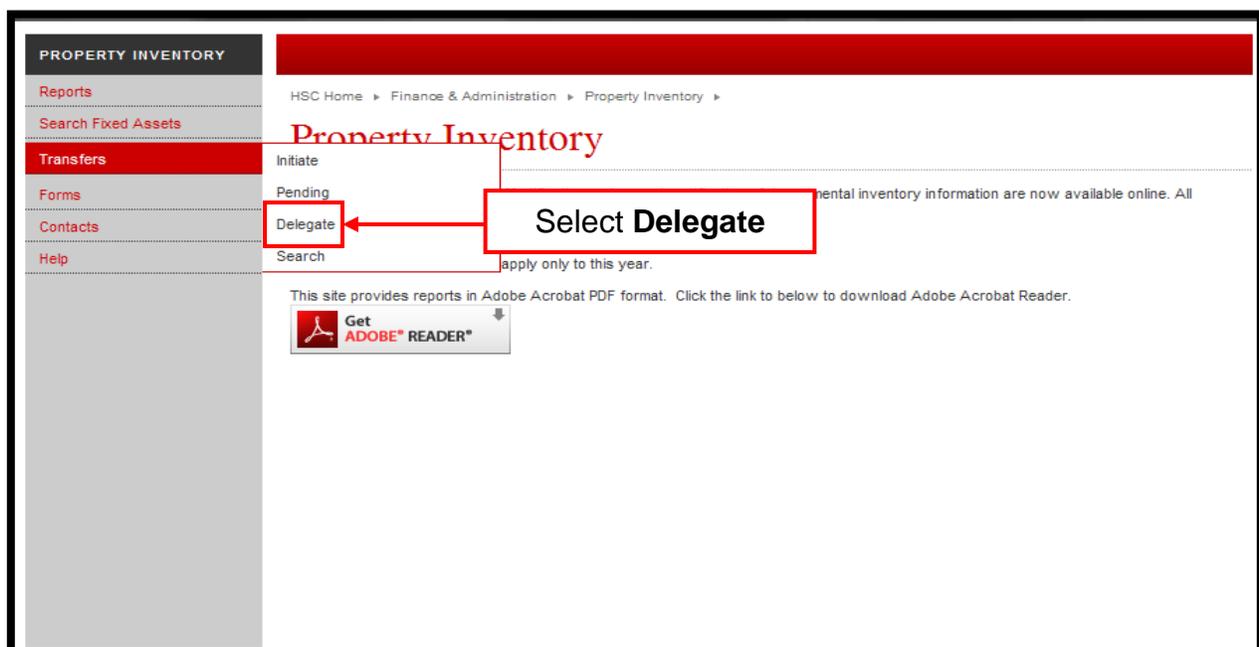
Enter a Transfer Reason

Click on Approve

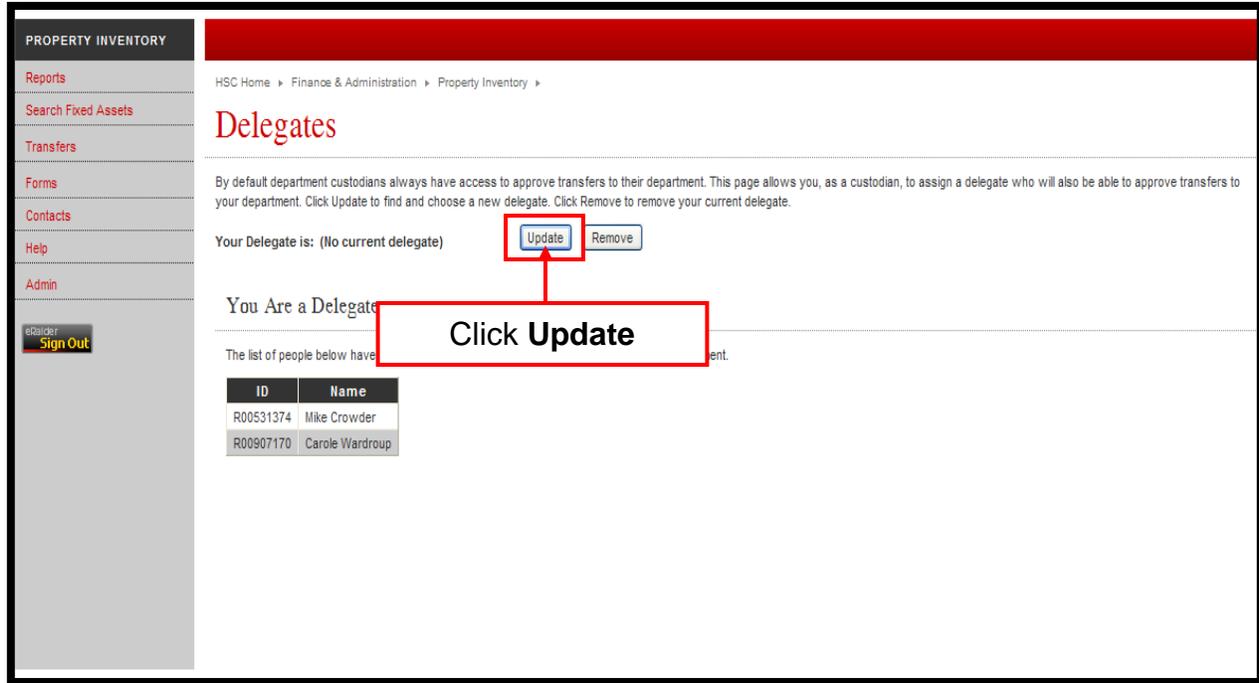
You will receive a confirmation screen indicating the transfer has been successfully approved. An automated email will be sent to the initiator when a transfer has been approved.



Department custodians by default always have access to approve transfers to their department. As the custodian, you are able to assign a delegate who will also be able to approve transfers to your department. The Delegates page will allow you to assign a delegate. To access the Delegates page, mouse over Transfers in the menu bar on the left side of the page and select Delegate.



On the Delegates page, you can find and select a new delegate by clicking on **Update**. To remove a current delegate, click on **Remove**.



PROPERTY INVENTORY

Reports
Search Fixed Assets
Transfers
Forms
Contacts
Help
Admin
eBaider
Sign Out

HSC Home > Finance & Administration > Property Inventory >

Delegates

By default department custodians always have access to approve transfers to their department. This page allows you, as a custodian, to assign a delegate who will also be able to approve transfers to your department. Click Update to find and choose a new delegate. Click Remove to remove your current delegate.

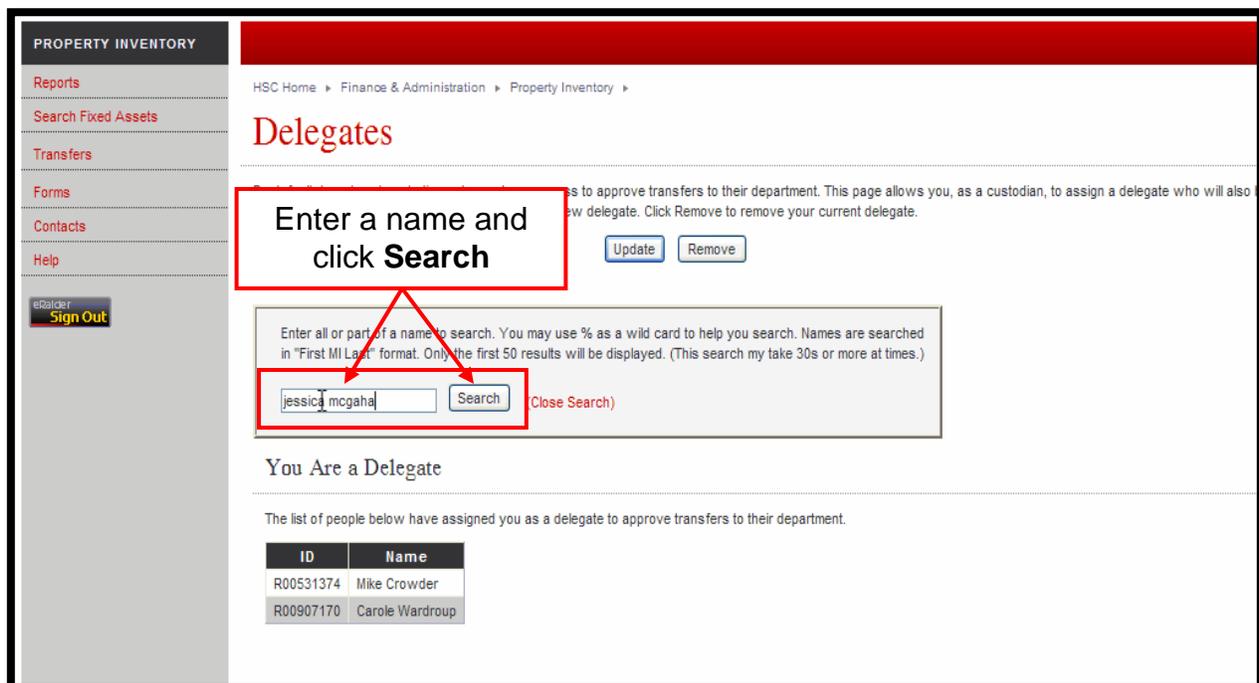
Your Delegate is: (No current delegate)

You Are a Delegate

The list of people below have assigned you as a delegate to approve transfers to their department.

ID	Name
R00531374	Mike Crowder
R00907170	Carole Wardroup

Names are searched in “First, MI, Last” format. You may use the percent symbol (%) as a wild card to help you search. Enter all or part of a name to search and click on **Search**.



PROPERTY INVENTORY

Reports
Search Fixed Assets
Transfers
Forms
Contacts
Help
Admin
eBaider
Sign Out

HSC Home > Finance & Administration > Property Inventory >

Delegates

By default department custodians always have access to approve transfers to their department. This page allows you, as a custodian, to assign a delegate who will also be able to approve transfers to your department. Click Update to find and choose a new delegate. Click Remove to remove your current delegate.

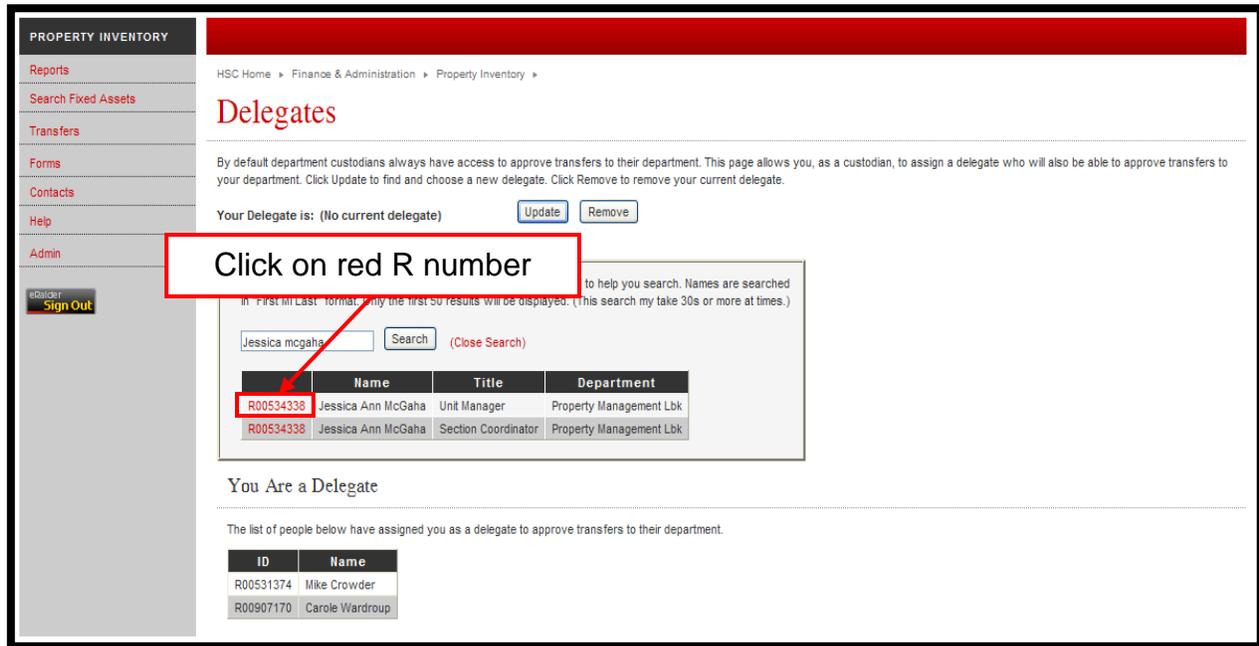
Enter all or part of a name to search. You may use % as a wild card to help you search. Names are searched in "First MI Last" format. Only the first 50 results will be displayed. (This search may take 30s or more at times.)

You Are a Delegate

The list of people below have assigned you as a delegate to approve transfers to their department.

ID	Name
R00531374	Mike Crowder
R00907170	Carole Wardroup

Select the delegate by clicking on the red R number link.



PROPERTY INVENTORY

Reports
Search Fixed Assets
Transfers
Forms
Contacts
Help
Admin
eOrder
Sign Out

HSC Home > Finance & Administration > Property Inventory >

Delegates

By default department custodians always have access to approve transfers to their department. This page allows you, as a custodian, to assign a delegate who will also be able to approve transfers to your department. Click Update to find and choose a new delegate. Click Remove to remove your current delegate.

Your Delegate is: (No current delegate)

Click on red R number

to help you search. Names are searched in First, Last, or Initial. Only the first 50 results will be displayed. (This search may take 30s or more at times.)

Search: Jessica mcgaha

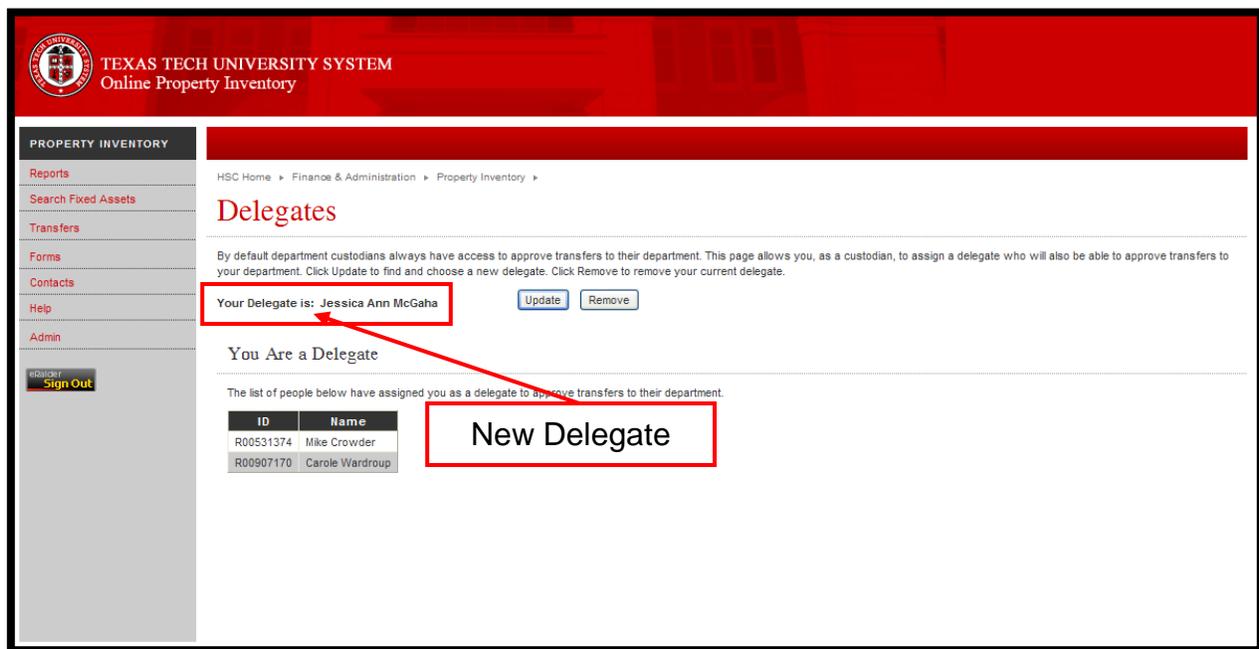
	Name	Title	Department
R00534338	Jessica Ann McGaha	Unit Manager	Property Management Lbk
R00534338	Jessica Ann McGaha	Section Coordinator	Property Management Lbk

You Are a Delegate

The list of people below have assigned you as a delegate to approve transfers to their department.

ID	Name
R00531374	Mike Crowder
R00907170	Carole Wardroup

The new delegate will now be assigned.



TEXAS TECH UNIVERSITY SYSTEM
Online Property Inventory

PROPERTY INVENTORY

Reports
Search Fixed Assets
Transfers
Forms
Contacts
Help
Admin
eOrder
Sign Out

HSC Home > Finance & Administration > Property Inventory >

Delegates

By default department custodians always have access to approve transfers to their department. This page allows you, as a custodian, to assign a delegate who will also be able to approve transfers to your department. Click Update to find and choose a new delegate. Click Remove to remove your current delegate.

Your Delegate is: **Jessica Ann McGaha**

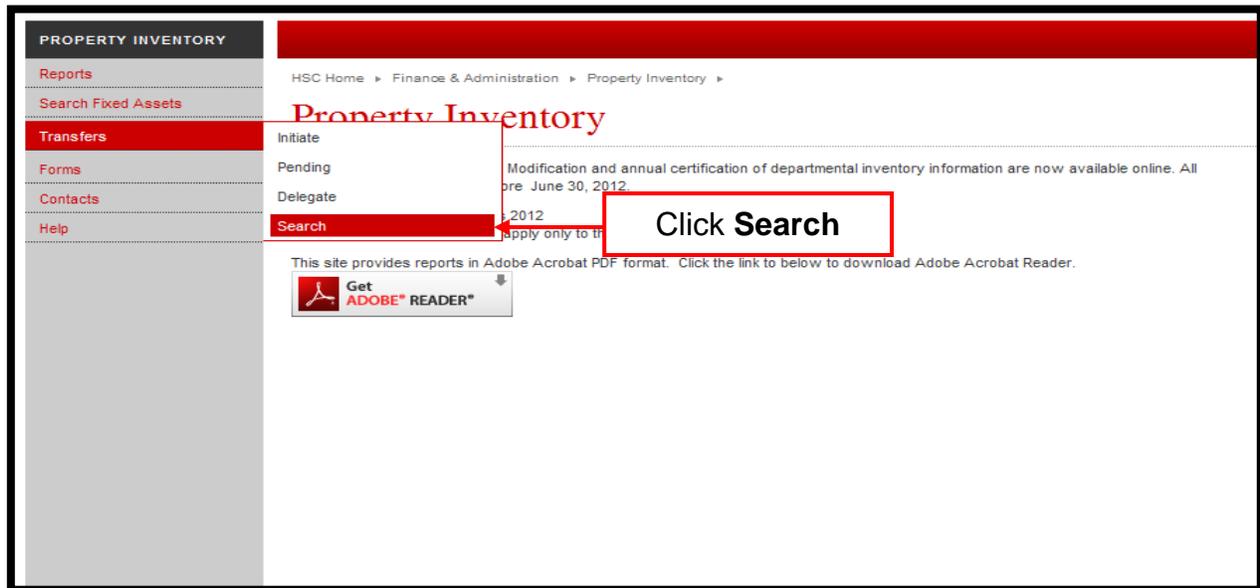
New Delegate

You Are a Delegate

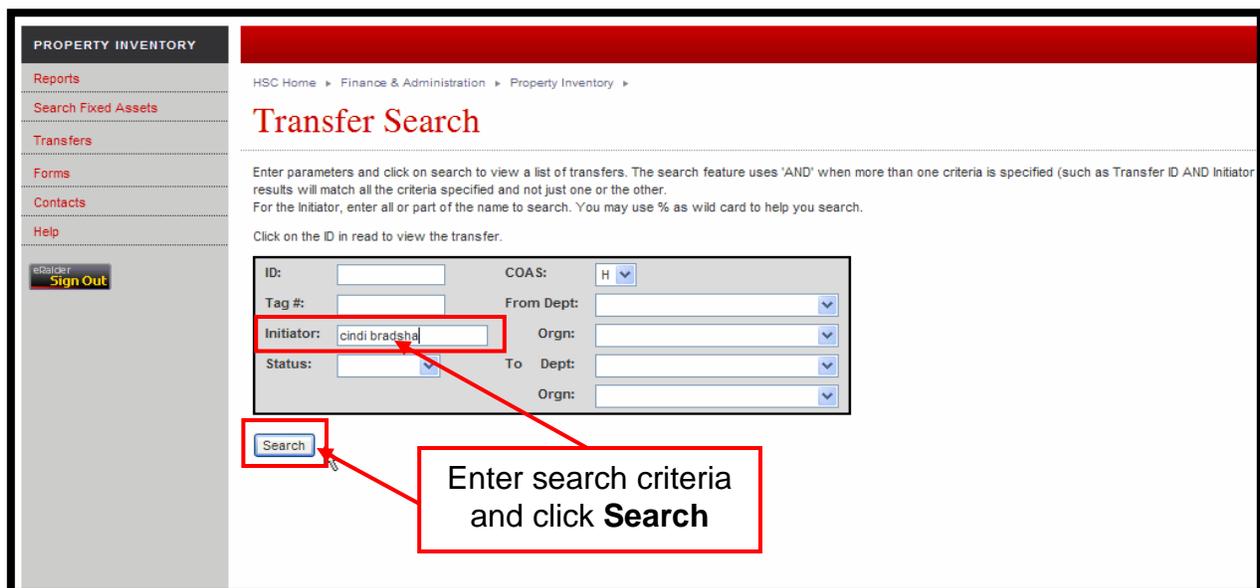
The list of people below have assigned you as a delegate to approve transfers to their department.

ID	Name
R00531374	Mike Crowder
R00907170	Carole Wardroup

To search for a Transfer, mouse over **Transfers** in the menu bar on the left side of the page and click on **Search**.



On the Transfer Search page, you can enter parameters to view a list of transfers. The search feature uses “AND” when more than one criteria is specified, so the results will match all the criteria specified and not just one or the other. For the initiator, enter all or part of the name to search. You may use the percent symbol (%) to help you search. Enter the desired search criteria and click on **Search**.



Click on the red **ID** number link to view the transfer.



PROPERTY INVENTORY

HSC Home > Finance & Administration > Property Inventory >

Transfer Search

Enter parameters and click on search to view a list of transfers. The search feature uses 'AND' when more than one criteria is specified (such as Transfer ID AND Initiator AND Status). Therefore the results will match all the criteria specified and not just one or the other.
For the Initiator, enter all or part of the name to search. You may use % as wild card to help you search.

Click on the ID in read to view the transfer.

ID: COAS:

Tag #: From Dept:

Initiator: Orgn:

Status: To Dept:

Orgn:

ID	Tag #	Description	Initiator	From	To	Status
1200050	81098	OptiPlex 760 Minitower-PO# P0025735	Cindi Bradshaw	201111	101001	Cancelled
1200049	82961	Dell OPTIPLEX 780 COMPUTER P0064628	Cindi Bradshaw	201111	101001	Cancelled
1200048	81190	Dell Laser Printer 5210n PO# P0027420	Cindi Bradshaw	201111	201101	Cancelled
1200047	81090	OptiPlex 760 Minitower-PO# P0025735	Cindi Bradshaw	201111	101001	Cancelled
1200046	82959	Dell OPTIPLEX 780 COMPUTER P0064628	Cindi Bradshaw	201111	101001	Cancelled
1200045	82960	Dell OPTIPLEX 780 COMPUTER P0064628	Cindi Bradshaw	201111	101001	Cancelled
1200044	81098	OptiPlex 760 Minitower-PO# P	Cindi Bradshaw	201111	101001	Cancelled
1200043	63181	Printer Laserjet 4050	Cindi Bradshaw	201111	201101	Cancelled
1200042	78249	Compuer Precision T3400	Cindi Bradshaw	201111	201101	Cancelled
1200041	78643	Color Laser Printer	Cindi Bradshaw	201111	201101	Cancelled
1200040	78643	Color Laser Printer	Cindi Bradshaw	201111	201101	Cancelled
1200039	74713	Computer Optiplex 745	Cindi Bradshaw	201201	201101	Submitted
1200038	68024	Dell Dimension 4600 Desktop	Cindi Bradshaw	201161	201101	Submitted

Click the red ID number

PROPERTY INVENTORY

HSC Home > Finance & Administration > Property Inventory >

Transfer 1200039

(+)Help

Initiated by Cindi Bradshaw on Aug 23, 2012

Tag #: 74713
Desc: Computer Optiplex 745
Orgn: 201201
Room: ABB097

Department:

Orgn:

Building:

Room:

Transfer Reason:

For additional information, please contact Property Management at propertymanagement@TTUHSC.edu or by calling Cindy Collazo at 915-215-4512 or Jennifer Meinberg at 915-215-4515.