

# PROPERTY MANAGEMENT GUIDELINES

## EQUIPMENT TAGGING

### POLICY

Department and division administrators shall assign property control responsibilities to a Property Custodian. Each Property Custodian is specifically responsible for the management and control of University property within the department, ensuring that:

- Property within the department is tagged as required and listed on the department's property inventory record;
- An annual physical inventory is conducted.

### PROCEDURE

#### IDENTIFICATION

The State of Texas requires the Property Management to maintain an inventory of University fixed assets.

- When capital and controlled assets are obtained standard purchasing procedures (purchase vouchers and P-cards), Property Management identifies these items by review of information in the Accounts Payable and General Ledger systems.
- When capital and controlled assets are obtained by gift or donation, Property Management identifies these items when Departmental Property Custodians report the items. The Property Custodian should provide to Property Management of the following information where it applies:
  - Complete description of the item;
  - Manufacturers name;
  - Manufacturers serial number and model number;
  - Date of receipt;
  - Value of the item;
  - Building and room number where item will be located;
  - Copies of correspondence documenting solicitation and acceptance of gifts, if applicable;
  - Copy of Gift Transmittal Form available from the Advancement Office, if applicable; and
  - Responsible person and unique identification number.

#### TAGGING ASSETS

1. Property Management uses its Asset Tagging Form to issue and distribute UH Inventory Tags (paper tag printed with name of the institution, a barcode and 6-digit number) for capital and controlled assets when purchases are identified or gifts/donations are reported.
  - All items purchased with federal funds after 12/26/2014 will be issued an alpha-numeric tag number beginning with "G".
  - These tags will also be sent to replace tags automatically generated by Dell purchases.

2. When UH Inventory Tags are distributed to department Property Custodians, the Property Custodian should:
  - Review the information on the Asset Tagging Form, making corrections where necessary
  - Affix the tag to the capital or controlled asset
  - Return the Asset Tagging Form to the Property Management Department within 30 days from the date the form is received by the department