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## I: INTRODUCTION

- Capital assets are those assets with a value of \$5000.00 or more and controlled assets are those assets with a value greater than \$500.00 to \$4,999.99.
- All computers and tablets are considered controlled assets regardless of the cost due to containing sensitive information.
- The Asset Management (AM) module creates a record of all property that has been purchased, is in use, or has been disposed of by The University.
- Business processes such as annual inventory, updating critical record fields and transfer of assets will be involved during the asset lifecycle.
- University assets will be classified into 3 categories (MTD, Stationary, Off-site) to be validated.
- OnBase is the document imaging system used by the Property Department to store transactional documentation for department reference.

## II: NEW RESPONSIBILITIES

**Department Manager:** Responsible official appointed by the Dean or Department Head for each Area ID

**Custodial Contact:** Primary Area ID contact for property administration

**Custodian:** Individual assigned responsibility for University property

**Property Administration:** Responsible for assets from purchase order to disposal

## Department Manager Responsibilities

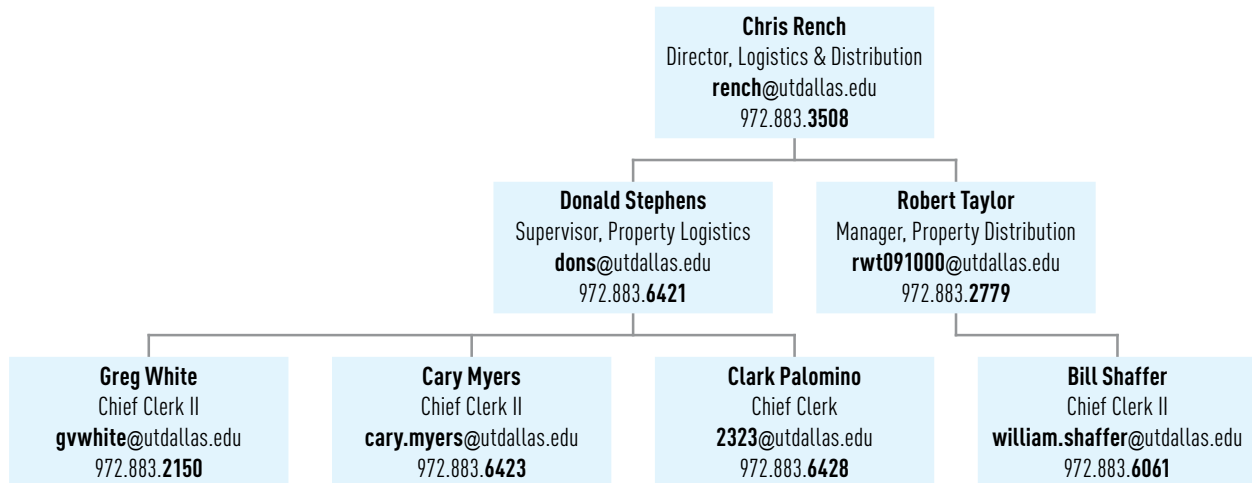
- Responsible for the proper custody, maintenance and safekeeping of UTD property assigned to his/her department.
- The department manager or his/her appointee can act as departmental property manager; however, responsibility for property rests with the department manager.
- Responsible for maintaining all documentation required to support departmental assets during their lifecycle.

## Custodial Contact Responsibilities

- Responsible for controlling, maintaining and monitoring all Controlled and Capital assets that are assigned to their Area ID.
- Maintain the Custodian information for laptops and tablets.
- Perform annual inventory, audits, transfer assets between departments and submit Missing/Stolen Reports when necessary.
- Perform all duties assigned by the department manager to maintain property records and follow all procedures.

## Custodian Responsibilities

- Responsible for the proper custody, maintenance and safekeeping of UTD property assigned for their use.
- It is the responsibility of each user to report when an asset is lost, missing, broken, or needs repairs



## Property Administration Responsibilities

### Inventory

- Maintain asset records and update records when necessary.
- Conduct and coordinate annual Scan & Validate inventories.
- Track Missing and Stolen assets.
- Transfer assets between departments.
- Respond to emails in a timely manner.
- Produce reports for departments as requested.
- Prepare inventory progress reports for Provost and VP's.

### Surplus

- Maintain asset records and update records when necessary
- Pick up items from departments upon request and move them to Surplus.
- Responsible for the custody and safekeeping of all items in Surplus until they are sold.

### Distribution

- Receive all freight into receiving warehouse, tag and deliver them to departments.
- Respond to emails in a timely manner.
- Preview all purchase orders for accuracy and make necessary corrections.

## III: PROCEDURES AND PROCESSES

### How to code a purchase order in SciQuest

- Account Codes starting with 5 digits are standard assets.
- Account Codes starting with 5, and are 6 digits, are for assets without a physical tag, such as artwork, furniture, and software.

### Identify all P-Card asset within 48 hours

- Email to [inventory@utdallas.edu](mailto:inventory@utdallas.edu) to inform of this purchase.
- Attach a copy of the receipt and the cost center that this unit will be charged to.

Provide the Custodian name and UTD employee ID upon receipt of laptop/ tablet by email [inventory@utdallas.edu](mailto:inventory@utdallas.edu).

## IV: INVENTORY CONTROL PROCEDURES

[Mobile Technology Device \(MTD\) Validation](#)

[Stationary Asset Validation](#)

[Off-site Asset Validation](#)

[Scanning Options](#)

[Inventory Validation Email](#)

### Asset Classification

	Asset Classification	Definition	Method of Validation	Type of Validation
1	Stationary Assets	Any asset remaining in stationary location for daily use	Scan and Validate	Location
2	Mobile Technology Devices	Ant asset subject to frequent movement on or off campus	Department provided spreadsheet	Custodian Name and UTD ID
3	Permanently Off Campus Assets	Any asset permanently located at a site not owned or leased by the University	Email	Physical Location, Name and UTD ID of Employee

### MTD Validation

- A mobile asset validation Report will be sent prior to the beginning of your inventory.
- The report will contain tag number, location, asset description, model, serial number, custodian name and UTD Employee ID.
- Use the column New Custodian and New Employee ID numbers to make necessary changes.
- Type missing in new employee column if the asset is missing this year.
- Custodian name should be the person’s proper legal name, i.e., no nickname.
- The report must be routed through the Dean, then submitted to Inventory in excel format.

### Stationary Asset Validation

All stationary assets will be validated using the barcode scanner used by the inventory staff or by department custodian if the department chooses to perform the inventory.

## Off-site Asset Validation

- Off-site assets are assets owned by The University but stored and utilized at a location other than The University.
- Same procedures as MTD.
- We need a permanent address, responsible University official and employee ID. This can be done through e-mail with spreadsheet attached as well.

## Scanning Options

- The department has the option of having our inventory team perform the scanning or doing the scanning themselves.
- We recommend that the inventory team perform the inventory due to being more proficient with the scanner and knowing all of the procedures.
- If Scan and Validate team is used, departmental responsibility includes facilitating entry into all areas.

## Inventory Validation Email

- An email will be sent to certify that your inventory is completed when all requirements for the annual inventory have been met.
- Please keep this email for your records.

## V: TRANSACTIONAL PROCESSES

### Transfer of Assets

#### Assets Transferred To/From Other Universities

#### Turn Assets in to Surplus

#### Request Updates

#### Report Missing/Stolen Asset

## Transfer of Assets

- We are no longer using most forms. All transfers will now be completed via email.
- Send an email containing the tag number and short description to the inventory department and route through your department head and custodial contact.
- Once the department approves the transfer, they forward the email to [inventory@utdallas.edu](mailto:inventory@utdallas.edu), with the Department Manager copied.
- Inventory will transfer the assets and send a confirmation email reply when transfer is complete.
- The transfer email will be kept in OnBase for future reference by both gaining and losing department.

## Assets Transferred To/From Other Universities

- Contact [inventory@utdallas.edu](mailto:inventory@utdallas.edu).
- Provide basic information concerning what assets will be transferred to or from the University.
- Provide the name and location of the other university.
- Inventory will provide you with the appropriate form to fill out and have signed, along with specific instructions based on the circumstances.

## Turn Assets in to Surplus

- All the requests will be completed via email for Technology Recovery items.
- Send an email to [surplus@utdallas.edu](mailto:surplus@utdallas.edu) listing the tag number, description, area ID and quantity.
- Do not remove the hard drive of the technology devices. Please make a statement via email if you remove the hard drive for some reason.
- Surplus will contact you to set up an appointment for pick up.
- A confirmation email will be sent to you confirming pick up.
- Keep these confirmation emails for your records.
- Contact Surplus if you don't receive a confirmation email.
- We do not pick up assets other than Technology Recovery items (desktop computers, printers and mobile technology devices)
- All other items must be picked up by Facilities Management (FM). Contact FM and "CC" Surplus for any assets other than the smaller technology assets (desktops, laptops, tablets, etc.).

## Requesting Updates

- We will process any request for updates as quickly as possible.
- An email can be sent to [inventory@utdallas.edu](mailto:inventory@utdallas.edu) for any request for updates, reports, etc.

## Report Missing/Stolen Asset

- Missing/Stolen report is the only paper form still in use due to state requirements.
- A police report must be filed and submitted with the assigned Missing/Stolen report if an asset is suspected of being stolen.
- A missing report will only need to be submitted the first year that the asset is reported missing.
- Each missing item must have its own missing report.