

SUL ROSS STATE UNIVERSITY
A Member of the Texas State University System

SRSU Policy: Facilities

SRSU Policy ID: APM 3.05 State Property Accounting Responsibility

Policy Reviewed by: Executive Cabinet

Approval Authority: VP for Finance and Operations

Approval Date: November 1, 2023

Next Review Date: November 1, 2028

A. Classification and Identification of Capital Equipment Items

Each item that meets the criteria for capital equipment (a valuable life of more than one year and a total cost of \$5,000 or more) or qualifies as a controllable asset (all firearms, all financed non-real property, all equipment, excluding furniture, with a cost of \$500 to \$4,999 and a useful life of more than one year) will be identified with a permanent SRSU capital equipment label. The label identifies the item as SRSU property and has a unique 6-digit number assigned to that piece of the capital equipment. Other properties not meeting the capital criteria threshold will be tagged with a generic "property of Sul Ross State University" (non-numeric sticker) tag.

Most items delivered to the University come to the Central Receiving and Supply area. Procedures are in place to classify and identify capital equipment before delivery to the proper department. Suppose an item that may meet the criteria for capital equipment is delivered directly to a department by the carrier or the vendor. In that case, the department should contact the Property Inventory Clerk immediately. The Property Inventory Clerk will determine what action is necessary and proceed.

B. Responsibility for Capital Equipment Items

The University is organized into different departments. The individual listed in the University budget as the Department Head is the Property Custodian for that department. The Property Custodian is accountable for all capital equipment assigned to that department. All equipment must be assigned to its designated location with written approval from the Property Custodian. A copy of the written authorization must be submitted to the Property Manager.

C. Interdepartmental Equipment Transfers

Capital equipment items may be transferred temporarily or permanently. Before the physical transfer of any item of capital equipment, the proper form (see Appendix A - Temporary Property Transfer or Request for Permanent Property Transfer) must be filled out by the requesting departments and forwarded to the Property Manager for approval. The Property Inventory Clerk will notify the requesting departments to complete the transfer upon approval.

D. Equipment Inventory Deletions

A capital equipment item that is damaged, worn out, or obsolete should be deleted from the departmental capital equipment inventory. The department head must submit a "Property Deletion Request" (see Appendix A) to the Property Manager for approval.

The item(s) will be deleted from the departmental inventory upon approval. The Property Inventory Clerk will arrange to transfer the item(s) to surplus property physically. The deleted item then becomes part of the University's surplus property storage. The Property Inventory Clerk will assess the condition of a deleted item and assign it to one of two categories:

1. Surplus Property Available for Reassignment
2. Surplus Property Available for Disposal

E: SRSU Surplus Property Regulations

1. Surplus Property Available for Reassignment: Surplus property in this category will be made available on a first-come, first-served basis to any University department filing a written request with the Property Manager. Equipment in this category is not available for transfer to external entities.
Before a University surplus property auction, the Property Inventory Clerk will review the items in this category and recommend any items to remain therein to the Property Manager. All other items will be transferred to Surplus Property Available for Disposal.
2. Surplus Property Available for Disposal: Surplus Property in such bad condition that it is deemed worthless or cannot be sold should be disposed of immediately. The remaining property in this category will be stored until the next University surplus property auction. Property in the category is not available for reassignment to other departments on campus. All requests from outside entities (non-SRSU) for surplus property in the category must be directed, in writing, to the University President for consideration.

F. Lost or Stolen Capital Equipment Items

If any item of capital equipment is missing, the Property Custodian must immediately file a "Lost or Stolen Property Report" (see Appendix A). Two copies of the report go to the Property Manager, who submits one copy to the University Department of Public Safety for a formal investigation. Lost or stolen items can only be deleted from a departmental capital equipment inventory with a formal inquiry. State law requires that when State property disappears due to negligence of the agency employee entrusted with the property's safekeeping, such person may be pecuniary (financially) liable to the State of Texas for the loss.

G. Annual Physical Inventory

Sul Ross State University is required to take a complete capital equipment inventory annually. Each Property Custodian will conduct an annual inventory of capital equipment assigned to their department on March 27, the official date set by the State Comptroller. Before March 13, the Property Custodian will receive a list of all capital equipment items assigned to that department. The capital equipment listing will be on a "Capital Equipment Inventory Sheet" (see Appendix A). Suppose capital equipment items not on the Capital Equipment Inventory Sheet are located. In that case, they should be listed on a separate sheet as "add-ons" with a description and the Sul Ross State University inventory number. This sheet should be submitted with the completed Capital Equipment Inventory Sheet. If an item on the Capital Equipment Inventory Sheet cannot be found, the procedures outlined in "Lost or Stolen Capital Equipment Items" should be followed. Upon completion of the inventory, the cover sheet (see Appendix A - Capital Equipment Inventory Cover

Sheet) accompanying the Capital Equipment Inventory Sheet(s) should be completed and returned to the Property Manager. All inventories must be returned by April 24.

H. Authorization to Remove Equipment Off-Campus

Each state's employee is responsible for using property only for state purposes and exercising reasonable care for its safekeeping. Equipment taken off-campus, such as laptops, tablets, portable projectors, cameras, etc., must be approved by the Department Chair. The Authorization to Remove Equipment Off Campus form must be completed and submitted to the Property and Inventory Department. The form can be found on the Controller's Office Website at www.sulross.edu/papes/3332.asp. The form is valid for one year. A new form must be submitted in each fiscal year.