**PACKET**

**3.05 STATE PROPERTY ACCOUNTING AND RESPONSIBILITY (Revised 5/12)**

**A. Classification and Identification of Capital Equipment Items**

Each item which meets the criteria for capital equipment (a useful 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) is

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 capital equipment. Other property that does not meet capital criteria threshold

should be tagged with generic “property of Sul Ross State University” (nonnumeric

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 prior to

delivery to the proper department. In the event an item is delivered directly to a

department by the carrier or the vendor which may meet the criteria for capital

equipment, 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 Department Head is the Property Custodian for that

department. The Property Custodian is accountable for all capital equipment

assigned to that department. No equipment may leave its assigned location

without prior written approval from the Property Custodian. A copy of the

written approval must be submitted to the Property Manager.

**C. Interdepartmental Equipment Transfers**

Capital equipment items may be transferred temporarily or permanently. Prior to

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. Upon approval, the Property Inventory Clerk

will notify the requesting departments so that the transfer can be completed.

**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. Upon approval, the item(s) will be deleted from the departmental

inventory. The Property Inventory Clerk will make arrangements for the physical

transfer of the item(s) to surplus property. 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 Regulation**

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.

Prior to a University surplus property auction, the Property Inventory

Clerk will review the items in this category and recommend to the

Property Manager any items to remain therein. All other items will be

transferred to Surplus Property Available for Disposal.

1. **Surplus Property Available for Disposal:** Surplus Property in such bad

condition that it is deemed worthless, or cannot otherwise be sold, should

be disposed of immediately. The remaining property in this category will

be placed in storage 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 file a

"Lost of Stolen Property Report" (see Appendix A) immediately. 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

cannot be deleted from a departmental capital equipment inventory without a

formal investigation. State law requires that when State property disappears as a

result of negligence of the agency employee entrusted with the property's

safekeeping, such person may be pecuniarily (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). If items of capital equipment are located that are not on the Capital

Equipment Inventory Sheet, 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**

It is each state’s employee’s responsibility to use property only for state purposes

and to exercise 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 under the Controller’s Office Website at:

<http://www.sulross.edu/sites/default/files/sites/default/files/users/docs/controller/off-campus-liability-form.pdf>

The form is valid for one year. A new form must be submitted in each fiscal year.