Property Top Ten Tips

1. The head of each department is responsible for safeguarding of their Texas A&M University-Commerce property.

2. The Texas Legislature will withhold state money if there is excessive missing or stolen items which can lead to reduced departmental budgets.

3. Annual Inventory Lists
   Are distributed to all departments for verification of their inventory items. This inventory data is reviewed by TAMU auditors and reported to the State Controller.

4. Spot Audits of Inventory Items
   Are required to be completed throughout the fiscal year.

5. Controlled Property
   Is electronic and laboratory equipment valued between $500 - $4,999. Examples are: Cameras, TV’s, Fax Machines, PC’s Printers, Microscopes, Oscilloscopes and Balancers. The concern for this classification of property is about high theft items such as laptops and data projectors.

6. Capital Property
   Are items valued at $5,000 or greater.

7. All Capital & Controlled Property Must Have a TAMU-C Tag & Number
   This number must be used on all forms and correspondence referring to the item.

8. Transferring Departmental Property – Online (TDP)
   • Is used to transfer an item to another department. TDP documents are created and submitted to routing by the Source Dept Creator. The document routes to the Destination Department for approval and then to the TAMUC Property Office where it will be approved for posting. Computers must have the hard drives cleaned or removed by CTIS prior to any move to another department.
   • A Transfer of Computer Equipment (INV906A) report must be completed by CTIS and certified as completed by the Creator when initiating the TDP.

9. Transfer of Equipment to Out-of-Office Location
   Must be processed when using any item away from the Texas A&M University-Commerce campus.

10. Departments May Not Discard an Inventory Item
    • Transferring Departmental Property – Online (TDP) is needed for worn out and obsolete items to be moved to Plant Surplus.
    • Damaged or Stolen Property Report (INV908) is needed for items reported as missing, damaged or stolen. The stolen property report is submitted to the Property manager and University Police Department.

Property Contact:
http://www.tamuc.edu/facultyStaffServices/financialServices/offices/propertyManagement/default.aspx
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