

HEALTH SCIENCE CENTER HANDBOOK OF OPERATING PROCEDURES

Chapter 6	Fiscal Policies and Procedures	Effective:	May 2000
Section 6.3	Property Control	Revised:	September 2008
Policy 6.3.1	General Policy	Responsibility:	Assistant Vice President for Business Affairs

GENERAL POLICY

Responsibility

The President of the Health Science Center has appointed the Director of Accounting as Property Manager. The Director has assigned the responsibility for all Health Science Center property and for an annual physical inventory of this property to department Chairs and administrative heads. The Property Manager sets the time, as directed by the State General Services Commission, and provides the procedures for conducting the annual property inventory. The department Chairs and administrative heads are responsible for insuring that all disposals of Health Science Center equipment are accomplished in accordance with the appropriate procedures described below (see [Section 6.3.3](#) of the *Handbook of Operating Procedures* (HOP), "Deletion of State Property").

Inventory Tagged Items

All new equipment costing \$5,000 and above and all State Comptroller defined controlled items costing \$500.00-\$4,999.99 will be tagged with an inventory number and placed on the official inventory records. State Comptroller defined controlled items include:

1. Cameras
2. Data projectors
3. Firearms (includes all firearm purchases, regardless of cost)
4. Personal Computers and Servers (CPU's and Servers all types)
5. Printers
6. Stereo systems
7. Video recorders/laserdisk, player (TV, VCR, Camcorder)

All other items costing less than \$5,000 will be considered as supplies and will not be tagged or placed on the official records unless considered to be a state defined controlled item.

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Departmental Authorization

Department Chairs or administrative heads may authorize another individual(s) to sign as their designee only on the [Equipment Transfer Request](#) or the [Property Removal Permit](#). All other property related actions require the signature of the department Chair, Director or Administrator head. The form [Signature Authorization for Property Inventory Records](#) is used for authorizing a designee.
