

## HEALTH SCIENCE CENTER HANDBOOK OF OPERATING PROCEDURES

Chapter 6	Fiscal Policies and Procedures	Effective:	May 2000
Section 6.3	Property Control	Revised:	September 2008
<b>Policy 6.3.6</b>	<b>Texas Surplus Property Agency</b>	Responsibility:	Assistant Vice President for Business Affairs

## TEXAS SURPLUS PROPERTY AGENCY

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### Purchases

Prior to making any purchase from the Texas Surplus Property Agency (TSP), a department representative should read the *Certifications and Agreements* on the reverse side of each invoice from TSP; it must be signed by the buyer. In the event that any item of equipment is purchased from TSP for the express purpose of cannibalization (for use as spare parts), the TSP agent should be advised. This will allow TSP to note this fact on the invoice. The Health Science Center's Accounting Office will note this fact on the voucher. By doing so, all parties concerned are advised that this item of equipment is not to be added to the official inventory records of the Health Science Center. The following procedures should be followed concerning verification of personnel authorized to acquire property from TSP for Health Science Center use:

- a. Faculty and non-faculty may be authorized to make acquisitions from TSP by completing the **Texas Building and Procurement Commission [Federal Surplus Property Program](#)** form. Written approval of required faculty or staff must be shown on the form. This form is available from the Property Control Office.
- b. In the event of termination or revocation of acquisition authority for either faculty or staff, a memorandum shall be sent to the Property Manager advising that the listed individual(s) are to be removed from the authorized roster at TSP as of a specific date.
- c. New faculty hired during the interim periods will be required to sign an authorization form, if his/her name is not on the latest roster furnished to the TSP. This form is then forwarded to the Property Manager for approval and addition to the roster.
- d. Non-faculty staff who are to be authorized to make purchases from TSP will be required to sign an authorization form, which must be approved by the department head prior to sending to the Property Manager for approval.

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- e. Each September 1, each non-faculty staff member will be required to renew his/her authority to purchase for the current fiscal year by signing a new authorization form.
  
  - f. In the event of termination or revocation of acquisition authority for either faculty or staff, a memorandum shall be sent to the Property Manager advising that the listed individual(s) is to be removed from the authorized roster at TSP as of a specific date.

**Deletions**

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Deletions of equipment purchased from TSP require special handling, in addition to the normal deletion procedures of the Health Science Center. The Property Control Office should be contacted prior to preparation of the deletion request of any TSP equipment. Under no circumstances will any equipment purchased from TSP be disposed of by department personnel without prior written approval from the Property Manager.

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