

Policies of the University of North Texas	Chapter 10
10.048 Asset Management—Property Control	Fiscal Management

Policy Statement. As a State institution of higher education, the University of North Texas is responsible for complying with state and federal laws as well as best practices in regard to accounting for and control of university owned property. This policy sets forth responsibilities associated with accounting for, inventorying of, use of, and disposal of personal property belonging to the University.

Application of Policy. This policy applies to all University of North Texas personnel and anyone else using University owned or controlled personal property. This policy applies to all personal property under the control and responsibility of UNT including property purchased, donated, transferred or loaned to UNT.

Definitions.

1. **Capital Assets.** “Capital Assets” means possessions that meet the definition of personal property as set forth below and have a single unit value of \$5,000 or greater and an estimated useful life of more than one year. Generally, a capital asset can be controlled by means of marking with identification numbers and/or manufacturer’s serial numbers.
2. **Controlled Assets.** “Controlled Assets” means assets that qualify as personal property but do not meet the capitalization threshold. The value of a controlled asset is between the range of \$500 and \$4,999.99, with an estimated useful life of more than one year. These assets must be secured and tracked due to the nature of the item. This type of asset does not include capital assets, real property, improvements to real property or infrastructure. It does include firearms, TVs, cameras, camcorders, VCRs, stereo systems, data projectors, computers, and printers. Firearms and computers will be tracked regardless of value.
3. **Personal Property.** “Personal property” means any possession of the State of Texas having sufficient value to warrant inclusion in the fixed assets portion of any official statement(s) of financial condition, or any possession of the State of Texas that, due to the nature of the asset, is required to have management controls placed upon it. Personal property does not include consumable items nor does it include real property such as land or buildings, improvements to land or buildings, or infrastructure.
4. **Real Property.** “Real Property” consists of land, land improvements, buildings, building improvements, facilities and other improvements and infrastructure. All land and land improvement acquisition is recorded regardless of value.

Procedures and Responsibilities.

1. All UNT employees are held accountable for their use and oversight of personal property belonging to UNT. Everyone should practice safekeeping at all times. Pursuant to state law, the head of each State agency is responsible for the custody and care of personal property in the agency's possession. At UNT, the Property Management Department is charged with the responsibility of managing personal property acquired with both state and non-state funds, as well as personal property donated to the University. A representative of the Property Management Department is designated with the State Comptroller's Office as the property manager for personal property belonging to the University. It is the responsibility of the property manager to maintain the records required by the State Comptroller and to be the custodian of all property possessed by the agency. When property of the University is entrusted to a person other than the property manager, then that person becomes the "custodian" for those items of personal property. The custodian is the individual who sees the asset on a day to day basis or is the one most likely to notice the asset is missing. Custodians must be aware of their responsibility to safeguard the assets in their care. Custodians will have responsibility for safeguarding items in their care and must account for those items in accordance with this policy.

Responsible Party: UNT employees; UNT President; Property Management Department; Property Manager; Custodians of UNT Personal Property

2. At the University, items acquired by or for specific departmental or organizational use or benefit, are assigned to individual deptids or projids. Each department head/director is responsible for assets purchased under deptids or projids of their department or organization. Using the inventory coordinator form, the chair/director shall appoint a representative of the department or organization to act as inventory coordinator to assist with routine upkeep and physical accountability of property. The inventory coordinator is responsible for maintaining an inventory of all personal property within the department or organization and providing information about the inventory to the property manager as required under this policy, property management guidelines or upon request. The department head/director has authority to transfer property between departments and organizations, authorize the disposal of items to surplus and cosign the annual physical inventory of property and the inventory coordinator is responsible for tracking all of these activities. The inventory coordinator must know where all assets of the department or organization are located at all times, whether on-campus or off-campus.

Responsible Party: Department head/director; Inventory Coordinator

3. When an asset is acquired or when it is transferred to a new user, the department head/director of each University department or organization shall delegate custodianship of the asset to the University employee who is the primary or end user (custodian). The department head/director may designate authority to the inventory coordinator to appoint custodians of property within the department or organization. The department head/director shall act as the custodian for property that doesn't have a primary user. The University's asset management system's "accountability report" in EIS will be the authorized medium for delegating custodial responsibility to the end user level via his/her employee identification number. It is the inventory coordinator's responsibility to ensure that this report is continuously maintained and its integrity upheld, by promptly notifying the Property Management Department of any changes or discrepancies. All new or revised location changes must be entered into EIS by the inventory coordinator as they occur.

Responsible Party: Department head/director; Inventory Coordinator

4. Whenever personal property accountability changes due to an employee of the University terminating his or her employment, or transferring from one University department to another, a personal property exit inventory shall be conducted by the department head/director or the inventory coordinator, on all property directly assigned to that employee. The exit inventory form is available on the Property Management Department's website. When a department head/director terminates his or her employment, then the appropriate dean or vice-president may require a complete departmental/organizational inventory since the department head/director is the primary custodian for the departmental/organizational property.

The completed exit inventory report shall be signed by the departing employee. Final results of this inventory shall be sent by the department head/director or the inventory coordinator to the appropriate department head, director, dean, or vice-president with a photocopy forwarded to the Property Management Department.

Responsible Party: Department head/director; Inventory Coordinator;
Custodian

5. Personal property that meets the definition of capital and controlled assets will be tagged by the property management department with a uniquely numbered property tag. This tag will include the statement "Property of University of North Texas." Exceptions will be made based on best practices, Dell computers will be

tracked by their unique service tag number. The business services center shall be responsible for notifying the property management department of personal property purchased with a purchasing order or contract. Advancement shall be responsible for notifying the property management department of donations of personal property. P card holders are responsible for notifying the property management department of personal property purchases made with P cards. Most assets are purchased with a purchase order and the purchase order is coded as an asset, which provides notice to the property management department. Notice of the acquisition of a controlled asset on a P card shall be made through the submission of a controlled item code equipment form by the P card holder, which is available on the property management department's website. This form must be submitted within two days of purchase of the controlled asset.

Responsible Party: Property Management Department; Business Services Center; Advancement; P Card Holders

6. State law requires that a complete physical inventory of all UNT personal property be conducted each fiscal year. Each department/organization will be responsible for doing an inventory on the personal property that it holds. The Property Management Department will provide a current listing and inventory instructions (inventory packet) to each department/organization. This listing will include all capital and controlled property.

The condition of the property and all discrepancies found in the listing while conducting this inventory will be reported in accordance with the inventory instructions.

Upon completion of the departmental/organizational inventory the University department head/director and any designated inventory coordinator must sign and return the complete inventory packet as instructed within the inventory instructions.

The annual inventory must be completed by a date set by the Property Management Department, with inventory packets returned to the Property Management Department. The Property Management Department shall be responsible for compiling the required annual inventory reports and forms to the State Property Accounting Office.

The Property Management Department will conduct an annual statistical sampling (spot-check) verification of departmental/organizational property and departments/organizations shall be responsible for taking corrective action as required to resolve any discrepancies.

Responsible Party: Property Management Department; Department head/director; Inventory Coordinator' Custodian

7. Loan of UNT Personal Property.

- i. For State Purposes Only. It is prohibited to loan personal property owned by UNT to any State official or employee or to anyone else to be used for anything other than for State purposes.
- ii. Written Receipt Required. When the possession of property of one budgetary unit is entrusted to another budgetary unit on loan, such loan shall be done only when authorized in writing by the department head/director who is lending such property; And the written receipt shall be executed by the department head/director who is borrowing such property.

Responsible Party: Department Head/Director

8. The department head/director must authorize any off-campus use of UNT property. The authorization for off-campus use of an asset will be recorded in the asset record of EIS by the inventory coordinator. The inventory coordinator may update the record after receiving written or electronic approval of the off-campus use from the department head/director. This authorization of off-campus use must constitute official State business and approved property shall not be used for personal purposes. Whenever agency property is shipped or taken out of the country the department and responsible party must complete all necessary U.S. Customs Office documentation assuring that the property can be returned to UNT.
9. Removal of personal property owned or controlled by UNT from campus is only permitted in accordance with the following:
 - i. Personal property owned or controlled by UNT cannot be removed from campus without written permission from the department head/director and the completion of a university property custodian receipt form (UPCR), available on the property management department's website.
 - ii. Any UNT employees or students removing personal property from the UNT Campus must be made aware of the UNT policy.
 - iii. The UNT employee or student who will be the primary or end user of the property off campus will be assigned as the custodian of the property.
 - iv. The custodian personally responsible for reasonable and proper care of the item(s) while off campus.
 - v. Personal property removed from campus must have a UNT property tag.

- vi. Only employees and students involved in UNT business may remove personal property from the Campus.
- vii. The person who wants to move personal property from its assigned area must inform the responsible department head/director of their intention to remove UNT assets and obtain permission in writing.
- viii. The exact address and location of the item(s) shall be maintained with the responsible department/organization.
- ix. No one has the authority to transfer personal property located off campus to another location or employee without the written permission of the department head/director.
- x. Certain departments, such as RTVF, Audio Visual, Admissions, must carry equipment with them for presentations, lectures, or conventions. These departments must show they keep records in their offices of the equipment carried on specific trips.
- xi. The Vice President for Finance and Administration or his or her designee has final approval authority on all removals.

Responsible Party: Department Head/Director; Inventory Coordinator; Custodian; Vice President for Finance & Administration; UNT Employees and Students

10. Duration of Consent.

- i. No request to remove assets from campus can exceed twelve (12) months, without written permission from the department head/director in the UPCR.
- ii. The employee acting as custodian must return all personal property to the campus during the Annual Inventory for verification.
- iii. The employee must notify the Inventory Coordinator when the property is returned. The Inventory Coordinator can reissue the equipment to the employee.
- iv. Employees who are leaving employment at the University must return all UNT property. The department/organization must ensure all property has been returned to the University.

Responsible Party: Department Head/Director; Inventory Coordinator; Custodian; UNT Employees and Students

11. The custodian obligates himself/herself to pay the replacement value of personal property owned or controlled by UNT if the department head/director or the property management department determines that damage, theft or loss occurred due to negligence or unreasonable care while the property was in the custody of the employee.

Responsible Party: Property Management Department; Department Head/Director; Custodian; UNT Employees and Students

12. More than one person may be found to be liable for damage, theft or loss to UNT property in a particular instance. A person may be held pecuniary liable for damage, theft, or loss sustained by the UNT if:

- i. UNT property disappears, as a result of the failure of the head of an agency, property manager, or agency employee entrusted with the property to exercise reasonable care for its safekeeping;
- ii. UNT property deteriorates as a result of the failure of the head of an agency, property manager, or agency employee entrusted with the property to exercise reasonable care to maintain and service the property; or
- iii. UNT property is damaged or destroyed as a result of an intentional wrongful act or of a negligent act of any State official or employee.

Responsible Party: Property Management Department; Department Head/Director; Custodian; UNT Employees and Students

13. When required by the property management department, the department head/director and the inventory coordinator will complete the State Comptroller's **missing or stolen property report for state departments, institutions, and agencies** form; the stolen property investigation statement; and the missing property investigation statement declaring property as either missing or stolen, with or without negligence (these forms are available on the Property management department's website).

Responsible Party: Property Management Department; Department Head/Director; Inventory Coordinator; UNT Employees and Students

14. UNT property shall be used only for official business. UNT employees shall not use property of the institution for personal benefit or pleasure except books from the Library and other such items of well-established use. Computers may be used in accordance with the Computer Use Policy, which allows for computers to be used to search for information of a recreational nature on the internet or for other de

minimum personal use provided that there is no cost to the agency, it is done of the employee's own time and it does not involve information deemed inappropriate by other institutional policies. No personal calls shall be charged to the agency telephones. The use of UNT motor vehicles for other than official business is strictly prohibited.

15. All transfers of personal property owned or controlled by UNT to surplus must be done in accordance with the surplus property procedures available on the property management department website.

When assets are disassembled for parts a dismantled for parts certification form must be completed by the department head/director. If an asset is destroyed a certificate of destruction form must be completed by the department head/director and sent to the Property Management Department for approval.

Responsible Party: Department head/director; Inventory Coordinator; Custodian; Property Management Department; All UNT Employees

References and Cross-references.

Texas Government Code, Chapter 403, Subchapter C
Texas Government Code Ann. sec. 403.273
Texas Government Code Ann. sec. 403.275
Texas Government Code, Section 2175.304
Texas Government Code, Section 2203.004
UNT Policy 09.002, Fundraising and Private Support
UNT Policy 10.043, Purchasing Services
UNT Policy 14.003, Computer Use

Forms and Tools.

Surplus Property Procedures
Dismantled for Parts Certification Form
Missing or Stolen Property Report for State Departments, Institutions, and Agencies Form
Stolen Property Investigation Statement
University Property Custodian Receipt Form
Controlled Item Code Equipment Form
Inventory Coordinator Form
Exit Inventory Form
Certificate of Destruction
Missing Property Investigation Statement
Property Management forms can be accessed from the property management department's website at <http://propertymanagement.unt.edu/>

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