

**SUL ROSS STATE UNIVERSITY**  
*A Member of the Texas State University System*

**State Property Accounting and Responsibility**  
**APM 3.05 (Revised 5/2012)**

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” (non-numeric 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.

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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 Regulations

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.

2. 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 or Stolen Property Report" (see Appendix A) immediately. Two copies of

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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 pecuniary (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 [www.sulross.edu/papes/3332.asp](http://www.sulross.edu/papes/3332.asp). The form is valid for one year. A new form must be submitted in each fiscal year.