



[TEEX 21.01.09.N0.01] [Property Acquisition, Responsibility, and Accountability]

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Summary

To provide guidance to the Division Accountable Property Officer (APO) regarding responsibility for property acquisition, transfer, sale, and inventory. To provide guidance regarding employee accountability for missing, damaged, and stolen property.

Requirements

1. Assignment of Responsibilities

1.2 Accountable Property Officer:

- Each division must have an Accountable Property Officer (APO).
- The APO for each division is the Division Director.
- Responsible for the physical possession and control of all division property.
- Financially liable for the loss or damage to personal property under their control if the loss or damage results from their negligence, intentional act, or failure to exercise reasonable care to safeguard, maintain, and service the items.
- Must ensure employees are aware of their responsibilities for property.

1.3 Appointment Process:

Appointment of the APO is by the agency CFO. Once appointed, the APO will receive an [Equipment Receipt for New Accountable Property Officer Form \(FS-34\)](#) with a complete listing of the division inventory. A full inventory of the division property must be conducted by the APO or their designee. The inventory must be completed and the form returned to the TEEX Property Manager within 30 (thirty) days of the APO appointment.

1.4 Designation of Alternate Accountable Property Officer:

The APO may designate an Alternate Accountable Property Officer (AAPO) to sign for the APO on the [Alternate Accountable Property Officer Designation Form \(FS-40\)](#). The completed form must be forwarded to the TEEX Property Manager. Assigning an AAPO does not relieve the APO of annual inventory certification and accountability requirements.

1.5 Employees:

Each employee is responsible for exercising reasonable care for TEEX property. Employees are accountable for their negligent or intentional loss of or damage to any TEEX property and for property permanently or temporarily assigned to them.

Reasonable care means that steps have been taken to ensure:

- Acceptable upkeep and maintenance of the asset,
- Security of the asset,
- The asset can be located at all times, and
- Documentation is retained specifying the person responsible for the asset

1.6 Property Accountability Form:

Each employee assigned TEEX property must sign a [Property Accountability Form \(FS-38\)](#). The employee accepts responsibility for the assigned TEEX property upon signing the form. **Employees may incur financial liability for loss of or damage to TEEX property and for permanently or temporarily-assigned property if the loss or damage results from negligence, an intentional act, or failure to exercise reasonable care.** It is the employee's responsibility to complete the paperwork required to check in the property to the APO or designee when returning property or completing the Human Resources' out-processing checklist. The APO or designee assumes the responsibility for the property upon its return.

1.7 Use of TEEX Equipment by Non-TEEX Employee:

TEEX property permanently or temporarily assigned to non-TEEX employees must be accounted for on a [Use of TEEX Equipment by Non-TEEX Employee \(FS-37\)](#) under the same rules as the [Property Accountability Form \(FS-38\)](#). The [Use of TEEX Equipment by Non-TEEX Employee \(FS-37\)](#) Form can be used for guest instructors who are not on the TEEX payroll.

2. Inventory Updates:

Inventoried property updates, such as a location or custodian change, should be sent to the APO or designee for entry into Asset Panda as they occur. For any other changes to an inventoried asset, the APO or designee to the division should submit [Property Update Form \(FS-104\)](#) to the TEEX Property Manager. Alternatively, a copy of the division's/unit's inventory (with any changes highlighted) signed by the APO or Alternate APO may be submitted to the TEEX Property Manager.

3. Property Acquisition:

Property is defined as non-consumable personal property, including furnishings, equipment, machinery and vehicles, owned or received by TEEX. Property added to inventory records must meet the State value threshold and have a useful life of more than one year.

- Capitalized property includes any property with a unit value of \$5,000 or greater.
- Controlled property includes property with a unit value of \$500.00 - \$4,999.99 that the State of Texas requires to be controlled. (Controlled items include stereo systems, cameras, video recorder/laser disk players, televisions, VCRs, camcorders, data projectors, servers, printers, and smartphones.)

***All firearms and all personal computers (desktops, laptops, tablets and netbooks), drones, trailers, boats and boat motors regardless of value must be inventoried.

3.1 Inventory Numbers:

An inventory number must be requested from the TEEX Property Manager when ordering capitalized or controlled property through a Masterpiece Purchase Order Form, or a division [Purchase Order Form \(FS-48\)](#). The inventory number must be

listed on the purchase order along with the item being ordered. The TEEX Property Manager will send the TEEX inventory label to the requestor.

3.2 Placement:

The inventory label must be permanently affixed in a highly visible and consistent location on the property prior to the item being placed in use. This must be done promptly upon receipt and acceptance, but no later than ten (10) calendar days after receipt.

Tagging of Property in an Inhospitable Environment:

It is not effective to place an inventory label on an asset if it will be in an inhospitable or corrosive environment. In these cases, tags should be placed in a secure place that is linked to the asset and maintained by the division responsible for the asset's safe keeping.

3.3 New Asset Information Sheet:

After new property is received and a purchase voucher is prepared, the APO is required to enter all asset information into Asset Panda and attach a printout of the asset details to the original voucher. The total amount entered for the asset(s) in Asset Panda must equal the capital and/or controlled cost codes on the purchase voucher. Include all costs necessary to place the property into service, including freight charges, but do not include consumable items such as printing ribbons, cartridges, etc. Along with a new asset printout from Asset Panda, the [New Vehicle – State Required Information \(FS-45\)](#) must be completed for each new vehicle purchased/leased and submitted to the fleet manager prior to/at the time of vehicle delivery.

3.4 Titles:

The proper documentation to title a new vehicle, boat, outboard motor, trailer or utility-type vehicle (UTVs) should be sent to the TEEX Property Manager no later than five (5) days after delivery. The documentation required is listed below.

- New Vehicles and Trailers: Certificate of Origin for a Vehicle, an [Application for Texas Title](#) signed by the seller, and a current, passing Vehicle Inspection Report (VIR.)
- Boats: Manufacturer's Statement of Origin and a [Vessel/Boat Application](#) signed by the seller.
- Outboard Motors: Manufacturer's Statement of Origin and an [Outboard Motor Application](#) signed by the seller.
- UTVs (Mules): Certificate of Origin and an [Application for Texas Title](#) signed by the seller.

***Golf carts are not titled. All titles must be in the name of Texas A&M Engineering Extension Service.

The applicants/purchasers/owners' name and address filled in on each document above is required to be sent to the TEEX Headquarters' mailing address:

Texas A&M Engineering Extension Service
P.O. Box 40006
College Station, TX 77842-4006

4. Transfers:

4.1 Transfers to TEEX from another State agency:

Property that is transferred to TEEX from another State agency will be processed on the transferring agency's form and must be signed by their Property Manager. The APO or designee will sign for the receiving division upon verifying that the property is in the receiving division's possession. **The APO or designee should not sign for the property until the APO or designee verifies that the property is in the receiving division's possession.** The form is then sent to the TEEX Property Manager for approval and processing.

4.2 Transfers from TEEX to another State Agency:

A [Property Transfer Form \(FS-42\)](#) must be completed and signed by the APO or designee for the releasing division and submitted to the TEEX Property Manager for signature. Upon approval by the TEEX Property Manager, the form will be forwarded to the receiving State agency. After acceptance by the receiving State agency Property Manager, the form is returned to the TEEX Property Manager for processing.

4.3 Transfers of Computers to Surplus:

TEEX Network & Information Services (NIS) shall process computers transferred to The Texas A&M University System Surplus to remove/erase hard drives and reclaim software licenses prior to being surplus. The releasing division shall prepare a [Computer Erase Form \(FS-39\)](#), and submit it to NIS with the computer. NIS shall ensure that all storage devices (hard drives) are erased using a media degausser, which complies with State requirements. The division director/department head, designee or the APO shall sign the [Computer Erase Form \(FS-39\)](#) certifying that the computer hard drive does not work, the computer does not have a hard-disk drive, or the hard drive is erased.

4.4 Transfers within TEEX:

A [Property Transfer Form \(FS-42\)](#) must be completed by the releasing division for transfers between divisions/units. The APO or designee will sign for the releasing division, and then submit the form to the receiving division for approval. The APO or designee for the receiving division will sign the form accepting the transfer and provide the new location where the property is to be housed. **The APO for the receiving division should not sign until receipt of the property has been verified.** When the [Property Transfer Form \(FS-42\)](#) has been fully completed and signed, it should be sent to the TEEX Property Manager for processing.

5. Missing, Damaged, or Stolen Property:

The [Missing, Damaged or Stolen Property Report](#) must be completed for missing, damaged, or stolen property. **Stolen property must also be reported to the appropriate law enforcement agency within 48 hours after discovering that the property has been stolen.** The [Missing, Damaged or Stolen Property Report](#) will be sent to the TEEX Property Manager by the APO or AAPO for processing immediately upon discovery of all missing, damaged, or stolen property. The TEEX Property Manager will notify the appropriate Division Director (DD) of any division property reported missing, damaged or stolen. The DD will appoint a person from outside the affected employee's chain of supervision to investigate the incident and produce a written report of the facts. The DD will forward the report along with their recommendation regarding employee negligence to the CFO. The CFO will make a determination regarding employee negligence and advise the TEEX Director and the DD accordingly. The employee may appeal a determination of

negligence by submitting a formal complaint to the TEEEX Director within three (3) working days of the notification. The TEEEX Director will be the final arbiter in cases involving alleged employee negligence. The Deputy Director, or Associate Agency Director with Division oversight responsibility, will be responsible for ensuring consistent application with regard to special circumstances in cases involving employee negligence.

Any property that is missing, damaged, or stolen through the negligence or fault of an official or employee of the State will be reported to the Office of the Attorney General (OAG) and the Comptroller by the TEEEX Property Manager. Negligence is defined by the OAG office as “The omission to do something which a reasonable man, guided by those ordinary considerations which ordinarily regulate human affairs, would do, or the doing of something which a reasonable and prudent man would not do”.

If missing property is not located or recovered within two (2) years from the date the property was reported missing, the property will be removed from TEEEX inventory. The TEEEX Property Manager will report all missing or stolen computers to the Information Systems Director.

Property that is stolen, damaged, or destroyed and is on the A&M System Electronic or Scheduled Insurance Policy must be reported on the [TAMUS Property Loss Report](#). This form is required for insurance reimbursement. **A police report is required for stolen property.** If copies of the original purchase invoice for the stolen, damaged, or destroyed property are available, they should be submitted with the report. If the property has been repaired, the repair invoice should also be submitted. Complete this form and send it to the TEEEX Property Manager for processing.

6. Deletion of Property

Obsolete, missing, stolen, destroyed, cannibalized, or salvage property is removed from Inventory with an [Additions-Deletions Adjustments Form \(FS-43\)](#). Salvage property is defined as property which through use, time or accident becomes depleted, worn out, damaged or obsolete and can no longer serve the purpose for which it was originally intended. Salvage property can be cannibalized or disposed of by sending it to TAMU Surplus on a [Property Transfer Form \(FS-42\)](#). Cannibalization of property is defined as the authorized removal of components from one item of property for installation on another item of property to meet a specific requirement and/or to return an item to service. The APO or designee will provide an explanation and sign the form approving the deletion from inventory. The form will be sent to the TEEEX Property Manager for processing.

7. Sale of Property:

A request for sale of TEEEX property must be sent to the TEEEX CFO on the [Sale Request Letter \(FS-35\)](#). Upon receipt, the CFO will approve or disapprove the request and forward it to the TEEEX Property Manager. **Computer and instructional equipment used for instructional purposes will not be sold. Such property will be sent to the A&M System Surplus for proper disposal.** Upon approval of the sale, the Property Manager will work with the department coordinating the sale.

8. Annual Inventory Certification:

Each division/unit is required to conduct an annual physical inventory. Upon completion of the inventory, a [Certification of Physical Inventory Form \(FS-36\)](#) will

be completed and signed by the APO. The form will be sent to the TEEX Property Manager upon completion of the annual inventory.

Quality Assurance Measures (Required)

- Financial Services coordinate an annual physical inventory to ensure that all assets are accounted for and recorded in Asset Panda and Masterpiece. The current location, the custodian and condition of each property item also gets evaluated during the annual physical inventory.

Related Statutes, Policies, or Requirements (Required)

- [State Property Accounting \(SPA\) Process User's Guide](#)
- [System Policy 33.04](#), [System Policy 41.01](#), [System Policy 07.03](#)
- [System Regulation 21.01.09](#), [System Regulation 21.01.10](#), [System Regulation 21.99.09](#), [System Regulation 07.03.01](#), [System Regulation 41.01.01](#)
- [Texas A&M University System Asset Management Manual](#)

Office of Responsibility

Financial Services
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