Property taken offsite

Offsite equipment remains on inventory and must be accounted for during the annual certification. Keep the location information updated in EIS to avoid having to report any offsite equipment as missing. Even though the department is allowing the equipment to be used offsite, the Department Head is still responsible for it.

The Accountable Department Head is responsible for maintaining inventory records for the department, including location data, and must present everything upon request. Offsite assets should be regularly and frequently tracked, reviewed, and updated. Persons using property offsite are required to acknowledge and sign for accountability for the property in their possession (PCR form).

Departments may allow assets to be used offsite for official State of Texas business or by approved exception. The Department Asset Coordinator must make everyone who is taking assets offsite aware of his/her responsibility and liability concerning using State of Texas equipment.

The completed PCR form is maintained at the Department. Do not submit it to Property Control. The Department Asset Coordinator must update the location information for the loaned asset using EIS Financial Management (Update an Asset), they will also mark the asset as being offsite in EIS. It is recommended to use the “Comments” field to insert any additional information (out of State / Country). When property is returned to the Department, the Department Asset Coordinator will uncheck the offsite option in EIS.

 Property Custody Receipt form

<https://forms.unthsc.edu/view.php?id=207101>

Procedures can be found under

<https://www.unthsc.edu/operations/central-services/central-services-training/>