Property Management Procedures

Tagging Equipment

1. Order is placed.

2. Equipment arrives.

3. Payment is processed.

   a. A Purchase Voucher is issued to pay the invoice. (Olivia)

   b. An SCR is prepared to pay for Research Stores purchases. (LaRuth)

4. Copy of the payment document and receipt is given to the Front Desk Receptionist ( ). The payment document will be:

   a. Purchase Voucher with back up.

   b. SCR with copy of receipt.

5. Front Desk Receptionist handles the document as follows:

   a. Enters the equipment in the **FMP Inventory Database**. The FMP record should be marked "pending tag".

   b. If the document is a Purchase Voucher, keep copy in a **pending file** until the tag is received. Follow up on vouchers which have been outstanding for more than 30 days.

   c. If the document is an SCR, keep the copy in a pending file, check the 1074 report to verify that the transaction posted. Once posted, make a copy of the SCR, receipt and 1074 and forward to Property Management to request a tag.

6. Property Management issues a tag and **Asset Tagging Form** to department.

7. Front Desk Receptionist:
   a. Inputs the tag number in **FMP Inventory Database** and pulls the copy of the Voucher or SCR from the **pending folder**.
   b. Makes a copy of the *Asset Tagging Form*. Attach the copy of the Voucher or SCR and back up documents. File the copy and back up documents in the **Inventory Tags Binder**, pending tagging section.
   c. Place the original *Asset Tagging Form* in a tagging folder and place the folder in the PI's box for signature and tagging.
   d. Make a note in the appropriate record of the **FMP Inventory Database** stating that: *Tag received on <date>. Asset tagging form given to PI <date>.*

8. PI or PI's assigned person tags the equipment, adds serial # if not already typed in, signs and returns form to Department.

9. Front Desk Receptionist updates **FMP Inventory Database** with additional info (serial #), and makes note that item was tagged.

10. Front Desk Receptionist makes copy of the signed *Asset Tagging Form* to replace the copy in the **Inventory Tags Binder** (pending section) and moves it to the tagged section of the binder.

11. Front Desk Receptionist returns original *Asset Tagging Form* to Property Management.

12. Each month, the Front Desk Receptionist checks the pending tag folder and the Inventory Tags Binder, pending section. If there are outstanding tags, receptionist will follow up with Property Management for status. If there are outstanding Inventory Asset Forms, receptionist will follow up with the PI for the form.

<u>Please note</u>: Items purchased on the Dell Premier page, such as, Dell desktops, laptops and large printers will be tagged with a University of Houston property tag prior to being shipped to your departments. These items will be entered in the Asset Management system by Property Management and an e-mail will be sent to the Property Custodian for the **Inventory Tags Binder**.

Moving Equipment (within the department)
- o Data enter in the **PeopleSoft Asset Management system**.
- o Update the ***FMP Inventory Database***.

Transfer of Equipment (to another Department/Custodian)
- o Complete the Property Action Form.
- o Update the ***FMP Inventory Database***.

Move Equipment Off Campus
- o Complete the Property Action Form.
- o Update the ***FMP Inventory Database***.

Send Property to Surplus
- o Complete the Property Action Form.
- o Update the ***FMP Inventory Database***.

Complete Annual Certification of Off-Campus Property
- o Complete the Property Action Form.
- o Update the ***FMP Inventory Database***.