

PROPERTY MANAGEMENT GUIDELINES

FORMS

All Property Management forms are available on the Property Management website at <https://www.uh.edu/office-of-finance/accounting-services/property-management/forms/>. Forms used for Property Management include:

PROPERTY MANAGEMENT FORMS

University of Houston has chosen DocuSign as our digital signature software. It facilitates the electronic sending and signing of documents while providing insight throughout the entire signing ceremony; processing and securing the data and information, applying rules such as reminders/expiration, data validation, and other business requirements; providing administration tools and reports that help users understand usage and manage the platform; and in meeting US and global security standards. Digital Signature Solution will help students, faculty and staff connect and automate how we prepare, sign, act-on, and manage our day-to-day documents and agreements.

DocuSign account holders may use below link to login.

<https://www.uh.edu/office-of-finance/accounting-services/property-management/forms/>

For a listing of current available forms, DocuSign training materials, or to request a DocuSign account email DocuSign@UH.edu

1. ASSET UPDATE FORM

Asset Update Form should be completed and submitted by the Departmental Property Custodian to Property Management:

-Surplus-Work Order issued. Moves & Events Department to pickup to warehouse – (Section A)

Work Order issued. Moves & Events to pick up for auction or another disposal method:

Departmental Property Custodian will report all tracked and tagged surplus property (other than data processing units) on an Asset Update Form. This form authorizes Property Management to review the listed surplus property. Thereafter, the department may proceed to place a work order request and authorize physical removal of surplus assets by Moves & Events. Form should be submitted at least ten business days ahead of the date the department wishes to property removed by Moves & Events Department.

-Release to IT Tech Services (Data Processing Equipment/s) – (Section B)

Department may choose to submit this form when such equipment is obsolete and /or the equipment has exceeded its warranty period. In order to help ensure compliance with Texas Administrative Code section 202, regarding data processing equipment, the university requires that all data processing equipment be disposed of through the recycling services unless that equipment is to be transferred to another State Agency or donated to a public school or school district, or an assistance organization designated by the school district.

Oversight of the documentation of data removal process(es) using form PRP-1A Asset Update Form, [asset-update-form-prp-1a-revised-9-1-2022.pdf \(uh.edu\)](#) including:

- a. Date removed;
- b. Description of the item, including serial number;
- c. UH Tag Number;
- d. The process and sanitation tools used to remove the data, or the method of destruction;
- e. The name and address of the department/state agency to which the equipment was transferred;
- f. The name, email address, phone number, and signature of the individual removing the data

-Fabrication Property – (Section C)

To request an inventory tag number for fabrications or assemblies. Asset Update Form PRP-1A must be completed and submitted to Property Management prior to any purchases. The department MUST reference copies of this form on ALL requisitions related to this fabrication. The total cost of the fabrication must meet the capital asset definition.

-Cannibalized/Damaged Property

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.

-Transferred to another Department/State Agency

Submit form when transferring tagged personal property between departments and State agencies. The property continues to be reported by the transferring department/agency until the receiving department/agency accepts the unit and completes the transfer by acknowledging receipt of the same via signature on form. The form is considered complete only when the transferor and the transferee property custodians have signed and approved the same. Property Management will update the inventory records accordingly. Any transfers made between state agencies require State Agency Property Manager's approval for the transfer to be complete.

-Change in Building/Room/Location

Departmental property custodians to provide location information for all new and/or replaced and/or transferred assets.

-Traded-In

Prior submit form for asset used as trade-in. Department must obtain for all trade-in's approval from Property Management. Form must be submitted at least ten business days ahead of the date the department wishes the property to be trade-in. Property Management will review all approval and obtain all appropriate supporting documentation for the trade-in.

-Missing Property

Asset whose location cannot be accounted for due to undetermined reasons.

-Stolen Property

Asset whose location cannot be accounted for due to theft, burglary or other criminal acts. The property custodian should ensure that an employee entrusted with property exercises, at a minimum, reasonable care for its safekeeping.

2. AUTHORIZATION OFF CAMPUS PROPERTY FORM

Form is used to initiate removal of an asset and/or for renewal of the original authorization for off campus assets. [authorization-for-off-campus-property-new-revised-9-1-2022.pdf \(uh.edu\)](#)

3. OFF CAMPUS PROPERTY RETURN FORM

Form is used to initiate property returned to campus. [off-campus-property-returned-revised-prp-9-1-2022.pdf \(uh.edu\)](#)

4. CERTIFICATION OF DEPARTMENTAL PHYSICAL INVENTORY

Certifies the Departments' completion of the annual physical inventory of the trust, capitalized and controlled personal property (excluding libraries and historical arts and treasures) this is in the Department's possession at a time assigned by Property Management. [certification-of-departmental-physical-inventory.pdf \(uh.edu\)](#)

5. DEPARTMENT PROPERTY CUSTODIAN (DPC)

The Departmental Property Custodian (DPC) is the property manager of all property in the possession of his/her department. This form should be submitted to Property Management at the beginning of each fiscal year and when a new DPC is named during a fiscal year. The Department Head designates an employee to be the DPC for a period of twelve months each year. The DPC is responsible for the proper management and control of University and should ensure that Department is following the inventory control procedure as shown in Property Custodian Training. [designation-of-property-custodian-form-prp-6a-revised-9-1-2022.pdf \(uh.edu\)](#)