TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER

Operating Policy and Procedure

HSC OP:OP:

œff

is to define the scope of property management at Texas Tech University Health Sciences Center (TTUHSC).

REVIEW:

This HSC OP will be reviewed on November 1 of every odd numbered year (ONY) by

hd-cp3 (om)]TJpe3 (t)-15.7 (m)-8. 0 Tc 0 Tw 3.357 0 Td ()Tj -0.008 Tc 0.008 Tw 0.262 0 Td [(r)-8.3

- of the asset, is required to be managed by the State (also referred to as controlled assets). For additional information, refer to <u>Guidelines for Capitalized and Controlled Items</u>.
- ii. Property tags are automatically generated when an invoice is processed against an account code that has been identified as a capital or controlled item account code. Tags are mailed to the departmental person designated by the Property Custodian. If a tag has not been created for equipment that has been received, check for the following:

r c32 ()8)Tvktktenij(f)850nij(n)450nij(n)450nij(n)50ni