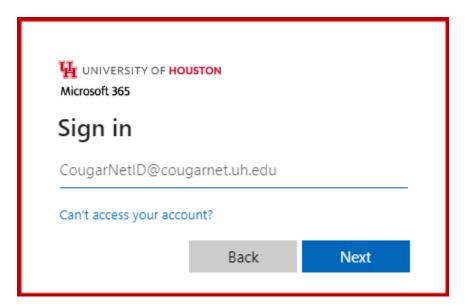
ASSET UPDATE FORM INSTRUCTIONS

1. <u>LOG IN</u>

- a. To get started, log into your DocuSign account in the Access UH Link at: https://accessuh.uh.edu/login.php.
- b. Enter your UH CougarNet Username and CougarNet Password as stated.
- c. It will direct you to the Access UH and select the Digital Signature DocuSign icon.



d. Enter your UH email id as stated in the example. It will direct you to the DocuSign Template.

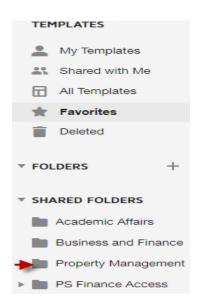


2. USING THE TEMPLATE

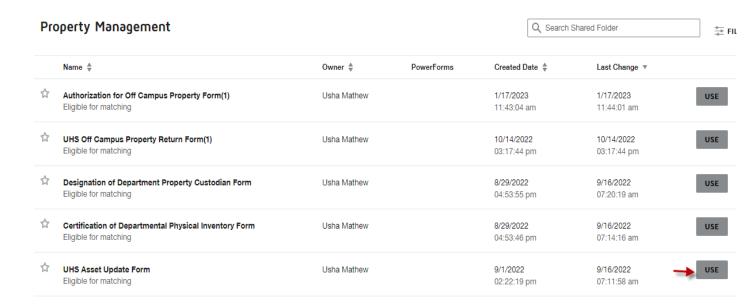
• Go to Templates Tab.

DocuSign eSignature	Home	Manage	Templates	Reports
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Go to Shared Folders and select Property Management Forms.



Click on the USE button for using the form respectively. In this case you
will use the UHS Asset Update Form.



- Under the Add recipient, enter the recipient's name and email address.
- Do not delete or ignore Department Property Custodian (FROM) while using this form.
- The initiator can delete the Department Property Custodian (TO) depending on the transactions you select for the Asset Update.
- It is required to fill all the details of respective individual except for Property Management Personnel.
- Department Property Custodian for Property Management is Raymon Matthews. Email at: Rmatthews@central.uh.edu
- College Business Administrator for Property Management is Minhthu Pham. Email at: Mpham@central.uh.edu

This form allows the user to select different Property Management transactions. The initiator will enter the email address for the required recipients. Reference table below for required recipients.

Required recipients for each transaction type:

#	TRANSACTION TYPE	Dept Property Custodian (FROM) Signature	College Business Administrator (FROM) Signature	Dept Property Custodian (TO) Signature	College Business Administrator (TO) Signature	Property Management Approval
1	Surplus-Work Order issue. Moves & Events Department to pickup to Warehouse	x	x	x	x	x
2	Release to IT Tech Service (Data Processing Equipment/s)	x	x	x	x	x
3	Fabrication	x	x			
4	Cannibalized/Damaged Property	x	x			
5	Transferred to Another Departmental/State Agency	x	X	X	x	х
6	Change in Building/Room/Location	X	x			
7	Traded-In	x	x			
8	Missing Property	x	x			
9	Stolen Property	x	x			
10	Other	x	X			

- ➤ For transaction type 1, 2 and 5. All Department Property Custodian, College Business Administrator and Property Management signatures are required for all transfer (TO & FROM)
- For transaction type 3, 4, 6, 7, 8, 9, and 10 only Department Property Custodian (FROM) and College Business Administrator (FROM) are required

> Example for Transaction Type 1, 2 and 5 for <u>all</u> recipients to fill out and signatures.

		UNIVERSITY of H	OUSTON SYSTEM					
		Asset Up	late Form					
			anagement of Houston					
		UH-Cle	ar Lake					
			vntown ctoria					
	the use of Asset Update							
2. It is the resp 3. Interdepart 4. Surplus item 5. Update loc	consibility of the department mental transfers require sign as require Facilities/Construc- cations if interdepartmental	I by the department requesting any changes to taggable and to which the asset is assigned for the initiation and comple nature from both "FROM" and "TO" departments ction Management Personnel signature to acknowledge rectronsfers result in change of location il required information, authorizations and acknowledgement experiments and acknowledgement and acknowledgements.	ion of this form (includi	ng transfer acknov n.	, Transfer, Move vledgements).	location, Loa	in Property, Of	ther
EASE PLACE	AN "X" on one of the foll	owing transaction types: (use only one transaction type	per form)					
		ed. Moves & Events Department to pickup to warehouse-[Se	tion A]		nange in Building			
		ces (Data Processing Equipment/s)-[Section B]			raded-In (Please provide documentation) Aissing Property (Attach Form 74-194 & Questionnaire)			
	Fabrication Property-[Se Cannibalized/Damaged			Sto	ssing Property (At olen Property (At	tach Form 74	4-194 & Quest	ce Report)
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action Al - S	UIRPIUS MOVE/TRANSFER	FUNITURE AND EQUIPMENT TO SURPLUS WAREHOUSE. (equires Environment	al Health and Saf	ety: Yes 1			
oes the equip quipment info	ment require the review of	Environmental Health and Safety? If Yes, please attached a gnature will be obtained by Property Management and Faci 1234-H0159-D1234-NA	Laboratory Equipment			ece of equip	ment with de	partmental
ection B] - TF	RANSFER OF DATA PROCE	SSING EQUIPMENT (DPU's)						
certify that a	II confidential and securit	ty sensitive information, including all licensed software of	nd data files, have b	een removed fro	m the data pro	cessing equi	ipment ident	ified.
ata Remove			Attach supportin	g documentations				
ate of Remo		Name of the Person	with certifie	ed signatures				
ection C] - I	NVENTORY TAG ASSIGNA	MENT FOR FABRICATION						
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	nstructed, Fabricated or			Estimated Com	pletion Cost:			
sembled:			Estimated Completion Cost:					
	agement Assigned		Date of Completion:					
		Page	1 of 2	Date of Comple	ation:			
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Page 2 of 2

Property Management Group

Example for Transaction Type 3,4, 6-10, for <u>only</u> Department Property Custodian and College Business Administrator to fill out and signatures.

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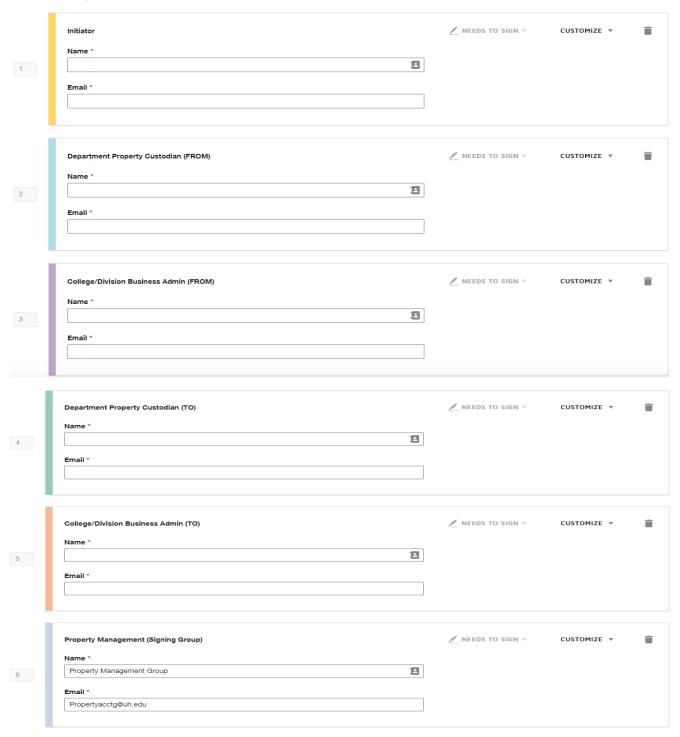
UNIVERSITY of HOUSTON SYSTEM							
Asset Update Form							
Property Management							
University of Houston UH-Clear Lake UH-Downtown							
UH-Vic	foria						
Instructions on the use of Asset Update Form:							
 Asset Update form must be completed by the department requesting any changes to taggable ass. It is the responsibility of the department to which the asset is assigned for the initiation and completile. Interdepartmental transfers require signature from both "FROM" and TO" departments. Surplus items require Facilities/Construction Management Personnel signature to acknowledge receive to the properties of th	on of this form (including transfer acknowledgements). pt of items for auction.	location, Loan Property, Other					
PLEASE PLACE AN "X" on one of the following transaction types: (use only one transaction type	per form)						
Surplus-Work Order issued. Moves & Events Department to pickup to warehouse-[Sect Release to IT Tech Services (Data Processing Equipment/s)-[Section B] Fabrication Property-[Section C] Carnibalized/Darraged Property Transferred to another Department/State Agency	Traded-In (Please & Missing Property (A Stolen Property (At	g/Room/Location provide documentation) thach Form 74-194 & Questionnaire) tach Form 74-194 & UH Police Report) porting documents)					
[Section A] - SURPLUS-MOVE/TRANSFER FUNITURE AND EQUIPMENT TO SURPLUS WAREHOUSE. (Re	equires Environmental Health and Safety: Yes)						
Does the equipment require the review of Environmental Health and Safety? If Yes, please attached a L equipment information. EHS review and signature will be obtained by Property Management and Facilitic Cost Center to be used for work-order		ece of equipment with departmental					
[Section B] - TRANSFER OF DATA PROCESSING EQUIPMENT (DPU's)							
I certify that all confidential and security sensitive information, including all licensed software ar	d data files, have been removed from the data pro-	cessing equipment identified.					
Data Removed By:	Attach supporting documentations						
Date of Removal: Name of the Person	with certified signatures						
[Section C] - INVENTORY TAG ASSIGNMENT FOR FABRICATION							
Name of Principal Investigator:	Cost Center:						
Item to be Constructed, Fabricated or Assembled:	Estimated Completion Cost:						
Property Management Assigned * Tag Number:	Date of Completion:						

Page 1 of 2

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		Asset Up	OUSTON SYSTEM date Form anagement						
		UH-Cie UH-Do	of Houston ear Lake wntown lictoria						
 The department 	nt MUST reference tag num	nber on ALL requisitions related to purchases for this fabricati	on.						
			Departme	Department Transfer		Location Change			
UH Tag #	Serial #	Asset Description	FROM	TO	FROM TO				
			DEPARTMENT ID	DEPARTMENT ID	Building	Room	Building	Room	
543214	ADCDED	LAPTOP	H0159	H0159	419	111	401	123	
412436	ABC543	COMPUTER	H0159	H0159	419	111	401	125	
FROM Department:				TO Department:					
Department N	ame:	Porperty Management	Department Nan	ne:					
Name of Property Custodian:		Raymon Matthews	Name of Propert	y Custodian:					
Authorized Sig	inature:	Raymon Matthews	Authorized Signa	Authorized Signature:					
1		(Department Property Custodian)		_		(Department Property Custodian)			
College/Division Business Administrator:		Minhthu L Pham	College/Division Administrator:	College/Division Business Administrator:					
Authorized Sig	gnature:	Minlether L. Pleam		Authorized Signature:					
(College/Division Business Administrator or Designee)						Division Business Administrator or Designee)			
Property Management Approval: Signature: Property in Management Approval: Signature: Property in Management Gra		Date: 03/10/2023	Attachments: Required for						
			Missing, Stolent, Lost, and transfer						
Asset Update Fo	orm	- w/www/schee	of DPUs				R	evised 09/01/2022	

Add recipients



Custom email and language for each recipient To: Initiator Email Language * English (US) Email Subject * Asset Update Form from [[Initiator_UserName]] Cheracters remaining: 54 Email Message Please complete the asset update form, sign and attach any necessary attachments. Characters remaining: 9919 To: Department Property Oustodian (FROM) Email Language * English (US) Email Subject * Asset Update Form from [[Initiator_UserName]] Characters remaining: 55 Email Message

When ready, Click SEND to send your form to respective individuals.



3. COMPLETING THE REQUIRED FORMS

- The required forms needing to be completed will be emailed from DocuSign to the initiator along with the requirement to sign the document.
- b. Click on the link provided and the form will be displayed.
- c. Complete the form and click finish.

4. SIGNING THE TEMPLATE

- a. REVIEW THE DOCUSIGN EMAIL Open the email and review the message from the sender. Click REVIEW DOCUMENT to begin the signing process.
- AGREE TO SIGN ELECTRONICALLY Review the consumer disclosure and select the checkbox you agree to use Electronic Records and Signatures. Click CONTINUE.
- c. START THE SIGNING PROCESS -

- Click the START tag on the left to begin the signing process. You are taken the first field requiring action.
- Enter all the required fields.
- Click the SIGN tag. You are asked to Adopt Your Signature.
- d. **VERIFY YOUR NAME** Verify that your name and initials are correct. If not, change them as needed.

e. ADOPT A SIGNATURE -

- Accept the default signature and initial style, or
- Click SELECT STYLE, and select a signature option.
- f. **SAVE YOUR SIGNATURE** Click ADOPT and SIGN to adopt and save your signature information and return to the document.
- g. **CONFIRM SIGNING** When you finish clicking all signature tags in the document, confirm signing by clicking FINISH.

(The form will be routed to the next signature required.)