

# PROPERTY MANAGEMENT GUIDELINES

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## OFF-CAMPUS EQUIPMENT

### POLICY

State Property Accounting policies and UH System policies permit the removal of state property from campus for the purposes of conducting University business. Employee who have been granted permission to remove property from campus are under financial liability for the loss or damage of property for duration of the period that the property is in their possession.

- Capital and controlled assets, once tagged, may be removed from the campus only when necessary to conduct official university business. Property that is checked out to an employee must be used for state purposes only, and the responsibilities of stewardship and care of the property are maintained at the department level. Each department must have a written policy about checking out personal property and require each employee to sign for any property when it is checked out.
- Authorization for Off Campus Property Form is link at [authorization-for-off-campus-property-new-revised-9-1-2022.pdf \(uh.edu\)](#). Request for Authority to Remove Property from campus is completed by Departmental Property Custodians to obtain Property Management's approval to remove equipment from campus for official university business, to verify equipment return, and extend the time of the loan of items.

### PROCEDURE

Form PRP-2 defines the responsibilities of the equipment holder, including:

- All capital/controlled items that will be located off-campus must be assigned to an individual on the Off-Campus Form.
- Departments should ensure that an employee entrusted with off-campus property exercises reasonable care for its safekeeping. This means that steps have been taken to maintain the upkeep of the asset in an acceptable manner, to ensure the security of the asset, to ensure that the asset can be located at any time requested, and to ensure that the person responsible for the asset is known.
- Requests for Property Management's approval must be made prior to the initial removal of equipment, using form PRP-2. Property Management will approve an off-campus location for equipment for a specific period of time, which may not extend past the end of the fiscal year. If the property is needed for a longer time, the employee may renew the approval without physically returning the equipment by submitting form PRP-2 prior to the beginning of the new fiscal year. It is important to note that off-campus equipment must be reported on the annual inventory.
- The employee with custody of the asset assumes financial responsibility for the items if the items are lost or damaged due to negligence, intentional act, or failure to exercise reasonable care, safeguard, maintain and service the items. The employee may be required to reimburse the university (see Missing, Damaged or Stolen Property's procedure).

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- The Property Custodian is responsible for maintaining records regarding the temporary removal of equipment from campus for repairs or maintenance. These records are to be made available, upon request, to Property Management.

### **Requirement for PRP-2 Form**

#### **APPROVAL PROCESS -**

Employee/initiator should complete and submit the form “Authorization for Off Campus Property.” All information requested on the form shall be provided, and the form must be approved by the employee’s supervisor and the Departmental Property Custodian. The completed form should be submitted to Property Management.

#### **TERM OF REMOVAL -**

Removals are approved until the date noted on the form, or until August 31 of the fiscal year in which the removal was approved.

#### **RENEWAL OF APPROVAL -**

Renewal Extension on removal authorizations for the subsequent fiscal year may be approved without the physical return of the property to campus. Renewal of off-campus assets requires submission of “Authorization for Off-Campus Property” form with “Annual Re-authorization” box checked for the renewing fiscal year and completion of the required fields.

#### **RETURN OF PROPERTY -**

Property being returned to campus must be verified by Departmental Property Custodian. If an employee fails to take returned property to the Departmental Property Custodian, the removal authorization will not be properly terminated, and the employee will continue to be listed as the custodian of the property. The employee must complete the “Off Campus Property Return” form. The Departmental Property Custodian should sign, date, provide exact location of the property returned (building/room number) and submit the form to Property Management. If an asset whose removal status has not been properly terminated is damaged or stolen, the employee of record to whom the asset has been entrusted will be considered to have been responsible for its safekeeping, and may be held financially liable for the loss by the University or the Attorney General of Texas.