Property Management and Property Management Services

Responsible Officer: Vice President for Business Affairs and Controller
Sponsoring Department: Property Management
Revision Date: 05 October 2015
Errors or changes to: aim@uta.edu

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PROCEDURE OBJECTIVE

This procedure provides procedural guidelines for the recording and processing of supplies and equipment that are delivered to Receiving. This procedure includes guidelines on what information to report when supplies and equipment are delivered to Receiving. Also, this procedure includes information about the inspection of supplies and equipment received and the notification and delivery of the received items to university departments. In addition, this procedure explains the various services offered to university departments by Property Management.

RATIONALE

State law maintains that a state agency is responsible for the custody and care of property in the agency's possession and is responsible for maintaining property records of its inventory. Moreover, it is necessary to record and inspect items purchased for accounting purposes. Thus, it is essential to record and process equipment and supplies that are received by Property Management.

SCOPE

All university departments that have supplies or equipment delivered to Property Management and/or use Property Management Services.
WEBSITE ADDRESS FOR THIS PROCEDURE

http://www.uta.edu/policy/procedure/2-49

RELATED STATUTES, POLICIES, REQUIREMENTS OR STANDARDS

<table>
<thead>
<tr>
<th>UT System Administration Policies and Standards</th>
<th>Other Policies and Standards</th>
</tr>
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<tbody>
<tr>
<td>Texas State Government Code Chapter 403.271 to 403.278</td>
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</tr>
</tbody>
</table>

CONTACTS

If you have any questions about this procedure, contact the following departments:

<table>
<thead>
<tr>
<th>Subject</th>
<th>Office Name</th>
<th>Telephone Number</th>
<th>Email/URL</th>
</tr>
</thead>
<tbody>
<tr>
<td>All topics in Procedure</td>
<td>Property Management</td>
<td>817-272-2191</td>
<td><a href="mailto:property_management@uta.edu">property_management@uta.edu</a></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td><a href="http://www.uta.edu/policy/bac/inventory">http://www.uta.edu/policy/bac/inventory</a></td>
</tr>
<tr>
<td>Website access</td>
<td>Administrative Information Management</td>
<td>817-272-0222</td>
<td><a href="mailto:aim@uta.edu">aim@uta.edu</a></td>
</tr>
<tr>
<td></td>
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<td><a href="http://www.uta.edu/aim">http://www.uta.edu/aim</a></td>
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DEFINITIONS

**ProCard**: The Purchasing Card (ProCard) Program is authorized by the State of Texas, Texas Procurement and Support Services (TPASS). The program is designed to delegate authority and capability to purchase certain low-value items directly to the account manager. Use of the ProCard significantly reduces the requirement to obtain purchase order numbers, process invoices for payment and prepare large numbers of voucher/payment documents.

**Purchase Order**: Written authorization for a supplier to ship products or provide a service at a specified price, which becomes a legally binding contract once the supplier accepts it.

RESPONSIBILITIES

**Property Management (PM)**

- Checks, records, and inspects all supplies and equipment received.
- Provides limited moving services at hourly rates, event table/chair setup and moving crate rental at daily rates.
- Moves furniture and equipment from the departments to surplus property.
• Picks up the departments' pre-boxed documents for document destruction (please refer to Shredding of Records Through Property Management (Procedure 2-74) for additional information).

University Departments

• Check and verify all merchandise delivered to the department by PM

• Notify PM within three (3) working days of any discrepancy concerning the shipment and delivery of received merchandise

• Notify PM in advance to request use of chairs, tables, moving crates, and moving services

PROcedures

Section I. Delivery of Supplies and Equipment

A. When using a Purchase Order Number (P.O.) all supplies and equipment ordered with a P.O. Number are delivered to the receiving dock at the Wetsel Service Building. Procurement card (ProCard) purchases can be delivered directly to the department or to PM.

B. The PM loading dock is located at the north end of the Wetsel Building located at 1225 W. Mitchell. The receiving dock hours are Monday through Friday, 8 a.m. to 4:30 p.m. When supplies and equipment are received at the University receiving loading dock, PM personnel will check the merchandise against the purchase order or packing slip. The packing slip will be completed indicating items received, back ordered, short or damaged. This paperwork will accompany the merchandise when delivered to the university department. The requisitioned or a delegated representative will be requested to electronically sign for the shipment. A copy of the paperwork will be left with the department for record purposes.

C. All merchandise should be checked and verified by the department as soon after receipt as possible. You must notify PM of any discrepancy concerning the shipment, PM will release the receiver that starts the payment process in the Accounts Payable area of Business Affairs.

D. Partial receipt of an order will be handled in the same manner as above using a partial receiving order.

Section II. Property Management Services

A. Moving Services: PM handles manageable moves for the university departments.
1. Provides moving services at hourly rates. In the event the project exceeds our capabilities, you will be provided with an off campus vendor contact. It is recommended that you get an estimate for services, as the department is responsible for all charges.

2. Moving services can be requested by filling out Work Request Form (Form 2-48) and sending to property_management@uta.edu, or by fax at 817-272-2199. The preferred method is email. Requests must include an account to charge and charges will be made by Interdepartmental Transfer Entry.

3. Moving Crates: PM will furnish moving crates based on availability. Use of these crates will require a department representative signature at check-out. The department will be charged replacement costs if crates are not returned. Daily and weekly rates will be charged for rental.

4. Moved furniture and equipment from the departments to surplus property. Departments are responsible for any charges to remove and transport items to surplus if the item is too large or weight exceeds our capabilities. If applicable, PM will place the item on Auction and the purchaser will be responsible for the removal at their expense. Contact the PM office for time requirements for auction and removal. Items deemed trash will be assessed a charge for removal.

B. Table/Chair Setup: PM has tables and chairs for use at campus events.

1. There is a charge for set-up and daily and weekly rental.

2. To reserve or request table and chair use, send Work Request Form (Form 2-48) to property_management@uta.edu or fax to 817-272-2199. Requests must include an account to charge and the charges will be made by Interdepartmental Transfer Entry.

C. Document Destruction

1. PM coordinates the shredding of pre-boxed documents for university departments.

2. There is a cost for pick-up and shredding of paper documents by PM based on size of box submitted and a fee for hard drive destruction per hard drive. To request pick-up for shredding, the requesting department will complete the top portion of Document Destruction Request Form (Form 2-50) and the entire Record Disposition Log (Form 13-6). Once the requesting department has completed the top portion of the destruction request form, the form should be e-mailed to property_management@uta.edu, or faxed to ext. 22199. PM will contact the requesting department to schedule a pick-up time. For more information regarding document destruction, please see Shredding of Records Through Property Management (Procedure 2-74).
For a list of rates and charges, please see our web page (https://www.uta.edu/business-affairs/property-management/index.php).

FORMS AND TOOLS/ONLINE PROCESSES

- Work Request Form (Form 2-48)
- Document Destruction Request Form (Form 2-50)
- Record Disposition Log (Form 13-6)
- UT Share Education's Handbook for Administrative and Support Staff

APPENDICES

None