



**ADMINISTRATIVE
POLICIES AND PROCEDURES MANUAL**

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**SUBJECT
PROPERTY ADMINISTRATION**

SUB-TOPIC

PURPOSE AND SCOPE

The State of Texas has a substantial investment in the acquisition and preservation of personal property in the possession of UTD, and as such, requires the management of this property in a proficient, businesslike manner to provide maximum benefits to the user.

The Texas Comptroller of Public Accounts has responsibility for the accounting of all personal property owned by state agencies and institutions. The Comptroller requires that state agencies and institutions comply with the provision for personal property accounting as detailed in the Texas Government Code, Chapter 403, Subchapter L. Consequently, U. T. Dallas manages its personal property in accordance with Texas Government Code, Chapter 403, and the Regents' Rules and Regulations.

This law basically states that UTD is responsible for the custody, care and maintenance of all University property, and will maintain detailed personal property inventory records in the manner prescribed by the Comptroller. In addition, each agency or institution must conduct an annual physical inventory of all personal property in its possession, and submit the results of the inventory within forty-five (45) days of completion, in the manner prescribed by the Comptroller.

The Vice President for Business Affairs is the UTD Property Manager and acts through the Property Administrator in this capacity. Subsequently, each department head is responsible for the proper custody, maintenance and safekeeping of UTD property assigned to his/her department. The department head or his/her appointee can act as departmental property manager; however, liability for the property rests with the department head. The name of the designated departmental property manager, along with any changes in responsibility, should be forwarded in writing to the Property Administrator. Departmental property managers may contact the Property Administrator with any questions regarding property management.