

## Texas Tech University Health Sciences Center El Paso Institutional Compliance Procedure

<b>Procedure:</b> Transfers of Property Inventory	<b>Procedure #:</b> HSCEP OP 63.10, PRO A
<b>Effective Date:</b> December 3, 2018	<b>Last Revision Date:</b> April 2, 2024
<b>References:</b> HSCEP OP 63.10, Property Management	
<b>TTUHSC El Paso Institutional Compliance Website:</b> <a href="http://elpaso.ttuhscc.edu/compliance/">http://elpaso.ttuhscc.edu/compliance/</a>	

### Procedure Statement

The Senior Office Assistant will complete transfers of property inventory as required via the Property Management System (PMS) located on the Texas Tech University Health Sciences Center El Paso (TTUHSC EP) website for the Office of Institutional Compliance.

### Scope

This procedure outlines the process that The Office of Institutional Compliance completes for the transfers of property inventory.

### Procedure

1. Please note that a SysAid ticket will be required for non-tagged devices. For tagged devices, you will only need to send the device to Surplus in the Property Inventory System.
  - If office supplies need to be sent to Surplus, you will only need to fill out the **Request for Approval of Surplus Property Form** and contact the Unit Manager for the General Services Department to schedule a pick-up.
2. To initiate the process in the system, log in to [WebRaider](#).
3. Locate and select the **HSC Finance El Paso** tab.
4. Locate the **Finance Systems Management (FSM)** section, then click on **Property Inventory**.
5. A prompt box will appear requesting your username and password. Enter your login credentials.
6. The **Property Management System** screen will appear.
7. You will have two options to start a transfer:
  - For the first option:
    - a. Go to the left-hand side of the screen and select the **Transfers** tab.
    - b. In the **Transfers** screen, click on the + **Start a Transfer** button.
    - c. A pop-up box will appear. Enter the **Tag Number** of the asset you are transferring and click on **Continue**.

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- For the second option:
  - a. Go to the left-hand side of the screen and select the **Asset Reports** tab.
  - b. In the **Reports** screen, select the **All** button and click on **Go to Report**.
  - c. The **Department Inventory** screen will appear.
  - d. Select the asset by clicking on the button in the **All** column then click the **Start Transfer** button at the top-right side of the screen.
- 8. A pop-up box will appear to ask if the asset is going to be sent to Surplus. Click **Yes**.
- If you are transferring the asset to another department, click on the **No** option. A pop-up box will appear. Select the **Department, Organization, Building, and Room** you are transferring the asset. Enter a **Transfer Reason** and any **Comments** that you may have.
- 9. Click **Transfer** to proceed.
- 10. You will receive an email from [BAELP-asset.accounting@ttuhsc.edu](mailto:BAELP-asset.accounting@ttuhsc.edu) titled “Property Management System - Asset Transfer Submitted.”
- 11. Save the email as a PDF in BATMAN > ICO main Office Folder > Property Inventory > Equipment Transfers.
- 12. Once the transfer has been approved, you will receive an email from [BAELP-asset.accounting@ttuhsc.edu](mailto:BAELP-asset.accounting@ttuhsc.edu) titled “Property Management System-Asset Transfer Approved.”
- 13. Save the email as a PDF in BATMAN > ICO main Office Folder > Property Inventory > Equipment Transfers.

### Frequency of Review

This procedure will be reviewed in collaboration with HSCEP OP 63.10, Property Management (November of every odd-numbered year) by the designated Compliance personnel.

**Review Date:** 1/31/2024

**Revision Date:** 1/31/2024, 4/2/2024