



TEXAS TECH UNIVERSITY  
HEALTH SCIENCES CENTER™  
EL PASO

Custodians/Delegates,

Due to recent COVID-19 developments, FY20 Property Inventory Certification has been postponed until further notice. Departments who have already completed certification, will be credited as completed. Certification for departments that have not completed certification or who have partially completed certification will be postponed until further notice.

As a reminder, for any equipment that is taken off campus, per HSCEP OP 63.10 Property Management, please ensure that the Temporary Use of Property Authorization form (Attachment D) is submitted to Property Management and Texas Tech Police whenever property is temporarily removed from the department. (Please refer to HSCEP OP 61.01, Use of TTUHSC El Paso Facilities, Equipment, Supplies, and Services for Private Purposes Prohibited.)

If you have any questions, please contact us at [baelp-asset.accounting@ttuhsc.edu](mailto:baelp-asset.accounting@ttuhsc.edu).