

# PROPERTY MANAGEMENT GUIDELINES

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## FORMS

All Property Management forms are available on the Property Management website at [http://www.uh.edu/finance/pages/PM\\_Website.htm](http://www.uh.edu/finance/pages/PM_Website.htm). Forms used for Property Management include:

### PROPERTY MANAGEMENT FORMS

FORM	NAME	USAGE	REQUIRED APPROVAL
PRP-1A	Authorization to Move/Transfer and Acknowledgement of Gift-in-Kind/Loan/Deletion from Inventory	To authorize transfer of equipment from department to other departments, disposal of equipment, gift-in-kind, loan of equipment, equipment held-in-trust, and transfers from other state agencies.	Transferring/Receiving Property Custodians
PRP-1B	Authorization to Move/Transfer Furniture and Equipment to Surplus Property	To authorize transfer of equipment from one location to the Surplus Warehouse. The Surplus Property Transfer Request Form must have the attached Surplus Transfer Property List, Lab Equipment Safety Form (if required) and Form PRP-16B, if data processing equipment is being transferred.	Property Custodian
PRP-2	Request for Authority to Remove Equipment from Campus and Verifying of Property Return	To authorize the long-term relocation of equipment from campus for official university business, verify return, and extend time on loan. Departments must have form approved and returned to Property Management before the item leaves campus for an extended period of time. Make sure to provide a valid off campus address, return date, tag number, employee and Property	Employee, Supervisor and Property Custodian

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FORM	NAME	USAGE	REQUIRED APPROVAL
		Custodian signature. Form must be renewed on an annual basis.	
PRP-5	Inventory Tag Assignment for Fabrication	To request an inventory tag number for fabrications or assemblies. Form PRP-5 must be completed and submitted to Property Management prior to any purchases. The department MUST reference copies of this form on ALL requisitions related to this fabrication. The total cost of the fabrication must meet the capital asset definition.	Property Custodian
PRP-6A	Designate Property Custodian	To designate of Property Custodian. Form must be renewed on an annual basis.	Property Custodian and Department Head
PRP-6B	Change of Property Custodian	To document the change in Property Custodian during the year.	Property Custodian and Department Head
PRP-9	Inventory Confirmation	To document completion of annual physical inventory. The certification form should be signed and returned to Property Management with the original inventory report.	Property Custodian and Department Head
PRP-16B	Transfer of Data Processing Equipment	To certify that all confidential and security sensitive information, including all licensed software and data files, have been removed from the data processing	Person removing data

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FORM	NAME	USAGE	REQUIRED APPROVAL
		equipment identified.	
Missing/Stolen Property	Request for Authority to Remove Property from Departmental Inventory (Lost, Stolen, Missing)	To report property missing Department and/or stolen. If the property was stolen provide the police report number and send a copy of the police report along with the form.	Property Custodian or Department Head