

## Towson University (TU) Policies and Procedures

### **VIII-1.10 (A) TU Policy and Procedures for Property Records**

See the Material Management departmental page - when available!

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Sensitive Equipment List

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Sensitive

Property easily converted to personal use. Includes but is not limited to computer

changes in status or to request disposal of ALL University property. Departments are responsible for enforcing these policies.

## **II. IDENTIFICATION**

Ownership of grant property. When not notified, Property Records will identify as University owned

The final disposition of grant property. Property that reverts to the grantor will be removed from the active records

#### **D. FIXED PROPERTY**

Property that is not moveable, i.e. it is attached to the building by bolts, plumbing and/or electrical lines, is classified as “fixed.” This property is usually “not” recorded in inventory records, but is part of the value of the building. Some examples include wall-to-wall carpet and blinds.

### **III. RECEIVING PROPERTY [top](#)**

#### **A. NEW PURCHASES**

will add the value to the cost on. If the increase in cost changes the status of the item to a capital item as defined in [Section II](#), the department must notify Property Records.

**B.**

Records will search for capital property by the location of record only.  
The physicals will be done building by building.

After completing a building, Property Records will reconcile the physical  
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Property Records will perform periodic audits, simultaneously with capital property physical inventories, of individual department records. The audits will be performed to

employment is terminated. The employee must be able to produce the property upon demand. If property is lost, stolen, or damaged, the employee is financially liable and responsible for the replacement value of the property.

Students are permitted to borrow University owned property if used in an academic context such as musical instruments. Departments are responsible for maintaining records of student loaned property. It is important to note when borrowing property, the borrower accepts responsibility for the security of the items and accepts liability for damage caused by negligence, loss or theft.

Capital property





Departments may be able to trade-in property for new purchases. A notation must be

supplied by Materiel Management after receiving the Materiel Management Service Request, signed by the department and the recipient non-profit entity.

Materiel Management will send a copy of the service request and donation receipt for capital property to Property Records, and the donated property will be removed from the central record.

One state institution does not

CD Burners  
Monitors  
Keyboards

Plotters  
Scanners

Televisions  
CD Players  
Radios  
Amplifiers  
Speakers