PROCEDURE LIT.4.04.01
RECEIVING AND TAGGING ASSETS

SCOPE: Faculty and Staff

1. Facilities Receiving Requirements

    1.1. All deliveries must be received by the Facilities department in the designated location on campus.

        1.1.1. The designated location is T4

    1.2. The Facilities department may approve direct delivery of items to a department under extenuating circumstances.

        1.2.1. Any exception must be documented in writing
        1.2.2. The receiving department must retain the written authorization with the supporting information for the Purchase Order.

2. Capital Items

    2.1. Assets valued at $10,000 or more are capital items.

3. Controlled Items

    3.1. The following items are controlled at any cost:

        3.1.1. Handguns
        3.1.2. Rifles and Shotguns

    3.2. The following items are controlled if valued over $500

        3.2.1. Sound systems and other audio equipment
        3.2.2. Camera – portable – Digital, SLR
        3.2.3. TVs, Video Players/Recorders
        3.2.4. Computer, Desktop
        3.2.5. Data Projectors
        3.2.6. Smartphones, Tablets & other handheld devices
        3.2.7. Laptop computers
        3.2.8. Unmanned aerial vehicle (UAV) Drones

4. Tagging Assets

    4.1. All capital and controlled items must be physically tagged before they leave the receiving area to go to the department.

4.1.1. If an item that requires a tag makes it to the department without a tag, it is the responsibility of the department to notify Property Management immediately for evaluation and tagging.

4.1.2. The following relevant information should be reported to the Property Manager
- 4.1.2.1. Description of asset
- 4.1.2.2. Serial number (if applicable)
- 4.1.2.3. Purchase Order # (if known)
- 4.1.2.4. Date Received

Related Policies: Policy 4.04 Property Management

Relevant Forms/Documents:

Relevant TSUS Policies/Forms/Documents:

Relevant Statutes:

Relevant SACSOC Standards:

Document History:
Adopted: November 2026
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