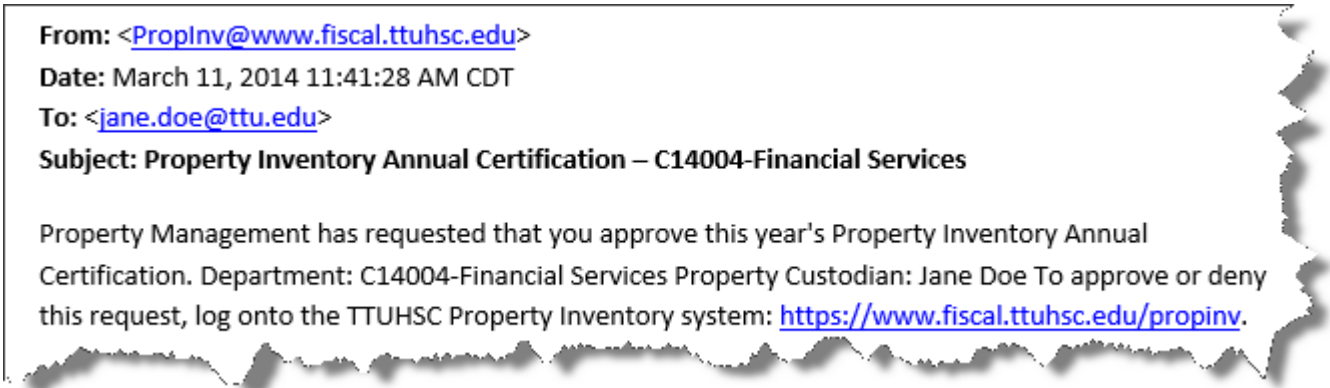
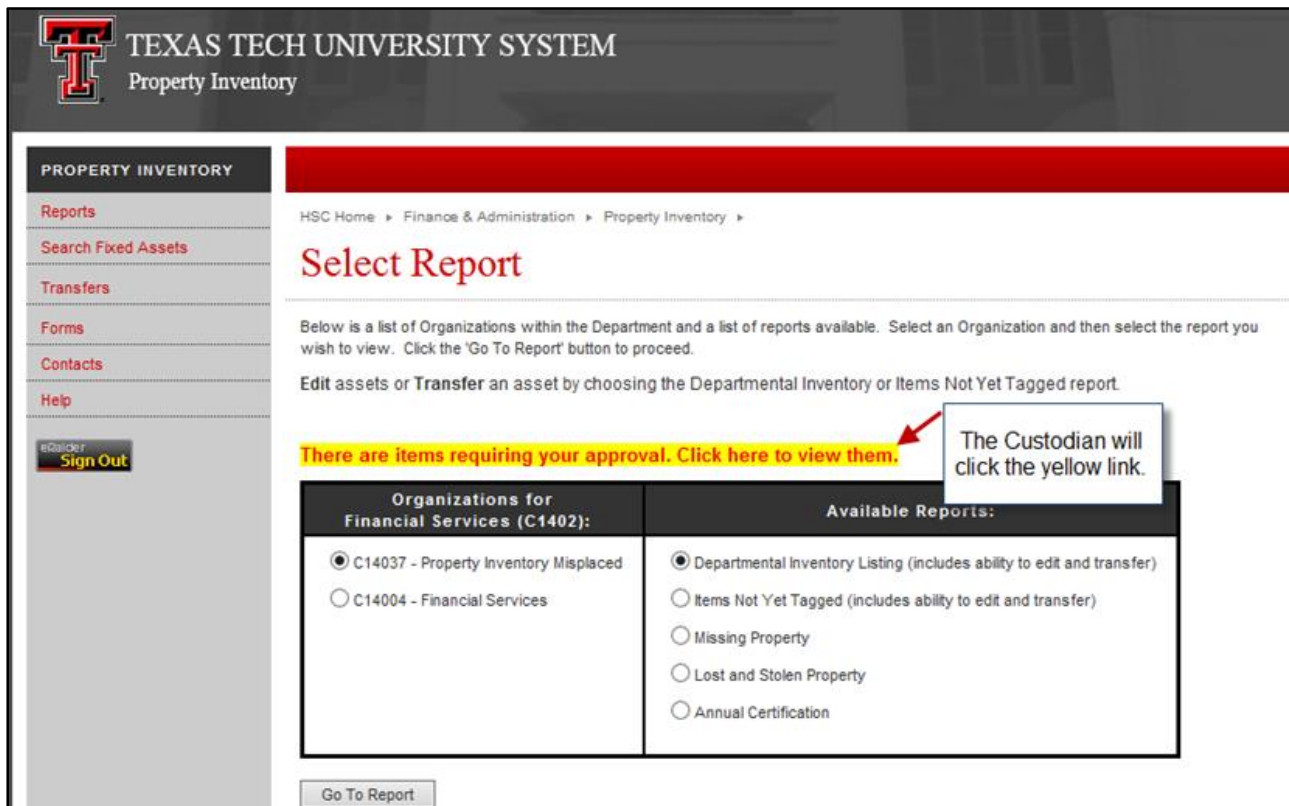


PROPERTY CUSTODIAN

1. The **Property Custodian** will receive an email after the Delegate submits the Annual Certification (see example email below):

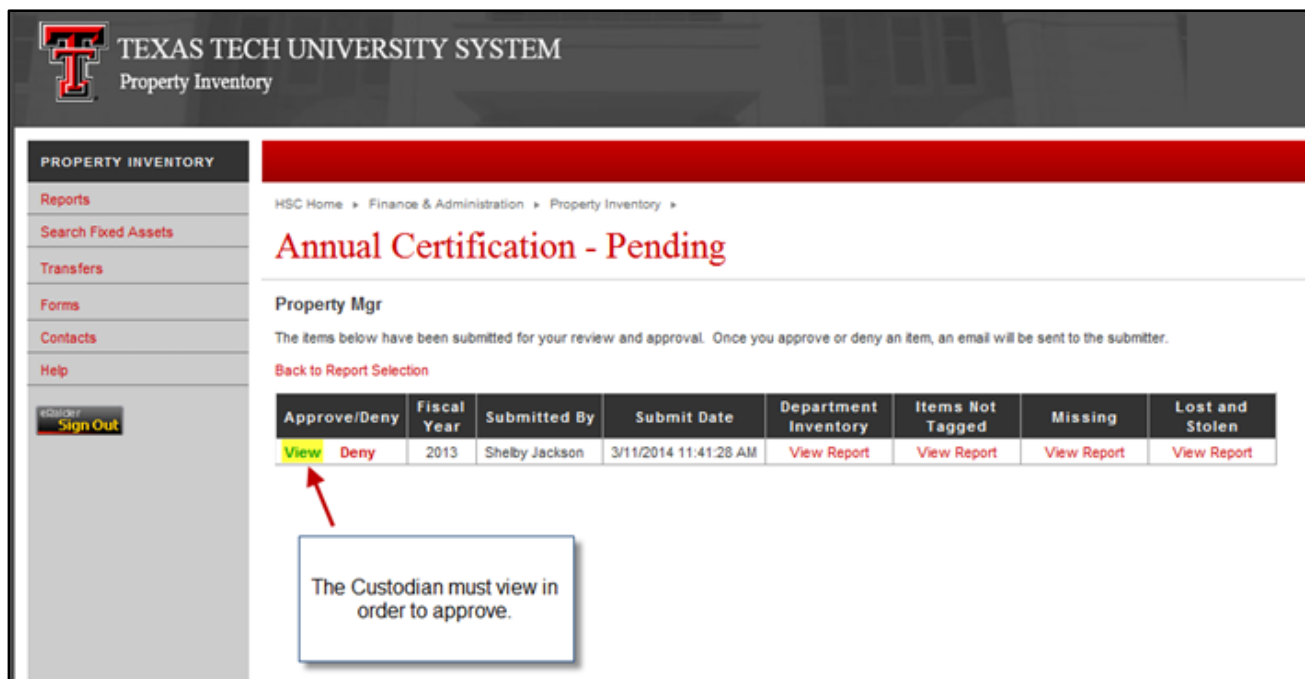


2. The Property Custodian will need to click on the <https://www.fiscal.ttuhs.edu/propinv> link to approve the Annual Certification:
 - The Property Custodian will see the message below once they are logged into the TTUHSC Property Inventory System.
 - The Custodian will click the link – **There are items requiring your approval. Click here to view them.**



Property Custodian Annual Certification - Quick Reference

3. The Property Custodian must click on **View** to approve the Annual Certification.



TEXAS TECH UNIVERSITY SYSTEM
Property Inventory

PROPERTY INVENTORY

Reports
Search Fixed Assets
Transfers
Forms
Contacts
Help

Sign Out

HSC Home > Finance & Administration > Property Inventory >

Annual Certification - Pending

Property Mgr

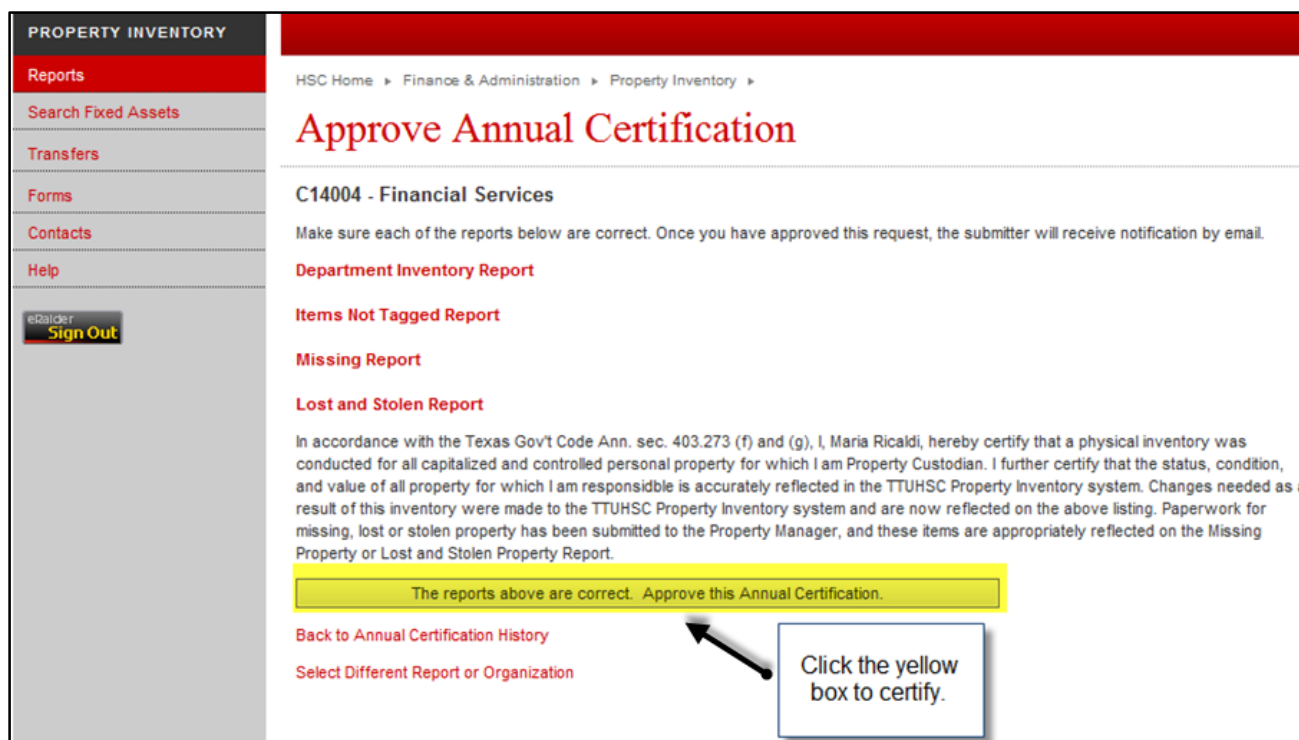
The items below have been submitted for your review and approval. Once you approve or deny an item, an email will be sent to the submitter.

Back to Report Selection

Approve/Deny	Fiscal Year	Submitted By	Submit Date	Department Inventory	Items Not Tagged	Missing	Lost and Stolen
View Deny	2013	Shelby Jackson	3/11/2014 11:41:28 AM	View Report	View Report	View Report	View Report

The Custodian must view in order to approve.

4. The Property Custodian will need to Review the Reports listed in red to make sure that the Inventory Information is correct then click **The reports above are correct. Approve this Annual Certification.**



PROPERTY INVENTORY

Reports
Search Fixed Assets
Transfers
Forms
Contacts
Help

Sign Out

HSC Home > Finance & Administration > Property Inventory >

Approve Annual Certification

C14004 - Financial Services

Make sure each of the reports below are correct. Once you have approved this request, the submitter will receive notification by email.

Department Inventory Report

Items Not Tagged Report

Missing Report

Lost and Stolen Report

In accordance with the Texas Gov't Code Ann. sec. 403.273 (f) and (g), I, Maria Ricaldi, hereby certify that a physical inventory was conducted for all capitalized and controlled personal property for which I am Property Custodian. I further certify that the status, condition, and value of all property for which I am responsible is accurately reflected in the TTUHSC Property Inventory system. Changes needed as a result of this inventory were made to the TTUHSC Property Inventory system and are now reflected on the above listing. Paperwork for missing, lost or stolen property has been submitted to the Property Manager, and these items are appropriately reflected on the Missing Property or Lost and Stolen Property Report.

The reports above are correct. Approve this Annual Certification.

Back to Annual Certification History

Select Different Report or Organization

Click the yellow box to certify.

- The Property Custodian will receive the confirmation email below confirming that they have certified the inventory.



- Once the Property Custodian has certified the Inventory the Annual Certification History will have the **Property Custodian** and the **Approve Date** listed. The Annual Certification Process is complete!

Annual Certification History

C14004 - Financial Services

Below is a listing of previous years' certified inventory reports for the selected department. The reports are static snapshots of the inventory at the time they were submitted for certification. To submit this year's inventory to a property custodian for annual certification, click the link below.

Select Different Report or Organization

[Submit This Year's Inventory Reports for Annual Certification](#)

Fiscal Year	Submitted By	Submit Date	Property Custodian	Approve Date	Department Inventory	Items Not Tagged	Missing	Lost and Stolen
2013	Shelby Jackson	3/11/2014 11:41:28 AM	Maris Ricaldi	3/11/2014 11:48:54 AM	View Report	View Report	View Report	View Report

HELP & RESOURCES

Additional Help and Resources are available under the left side menu under **Help** and then click on **TTU**.

If you have any questions please contact property.management@ttu.edu .

Help

TTUHSC

TTU