

---

---

## **I. POLICY STATEMENT**

In accordance with applicable state law, the President of Texas Southern University (the University) is responsible for ensuring that the University maintains adequate control over capital and controlled assets. The President has designated a Property Manager to carry out the manager duties in accordance with state and federal requirements.

## **II. PURPOSE AND SCOPE**

The University is responsible for complying with state and federal rules for property accountability and control. The purpose of this document is to outline the roles and responsibilities associated with accountability and control for capital and controlled assets. This policy establishes the roles and responsibilities associated with the accountability, tracking, and control of capital and controlled assets and applies to all University departments, divisions, and units.

## **III. DEFINITIONS**

**Capital Assets:** Possessions that have a single unit value of \$10,000 or greater and an estimated useful life of more than one year. Generally, a capital asset must be self contained for its primary use and have sufficient size to make its control feasible by means of marking with identification numbers and/or manufacturer's serial numbers. Items not meeting these criteria are classified as expendable, with generally two exceptions:

A. Component parts used to fabricate a larger capital asset assembly must be coded as capital expenditures.

B. Freight, transportation costs, and/or installation fees associated with the purchase of capital assets or components must be coded as capital expenditures.

**Controlled Assets:** Assets that the State Comptroller's office determines must be secured and tracked due to the nature of the items, between the ranges of \$500 and \$9,999.99, with an estimated useful life of more than one year. These assets are not capitalized assets, real property, improvements to real property, or infrastructure. The specific assets include firearms, TVs, cameras, camcorders, VCRs, stereo systems, data projectors, microcomputers, and printers.

## **IV. RESPONSIBILITIES**

Property Management is responsible for promulgating guidelines to help ensure compliance with all applicable rules related to accounting for and controlling capital and controlled assets. Property Management is also responsible for communicating applicable rules to the University departments. Property Management will notify department heads, deans, and divisional heads of any instances of non-compliance with Property Management guidelines, as appropriate.

**MAPP 03.07.10**    **Property Management**  
**Section**            **Fiscal Affairs**  
**Area**                **General Accounting**  
**Original**            **06/24/2009**  
**Reviewed**          **04/01/2026**



TEXAS SOUTHERN UNIVERSITY  
**MANUAL OF ADMINISTRATIVE  
POLICIES AND PROCEDURES**

---

Each college, division, department, and unit administrator is responsible for ensuring compliance with Property Management guidelines and is required to appoint a Property Custodian to perform the duties specified in the Property Management guidelines.

#### **V. REFERENCES**

State Property Accounting User's Manual