Forms

Controlled Item Code

A. Used when purchasing a controlled item with a UNT purchasing card.
B. Notifies Property Management that an asset record must be created within the module.
C. The original form, signed by the Property Management Staff, should be kept with the monthly Pcard summary.
D. The Property Management Staff member will make a copy for Property Management files.
E. The Property Management copy is imaged and stored in ImageNow linked to the asset record.

Missing Property Statement

A. Complete as soon as an item is discovered missing
B. Should be signed by the custodian.
C. Should be signed by the maintaining account holder.
D. Should be submitted to Property management as soon as possible.
E. Missing items are held on the inventory for two years. Each year, an attempt should be made to locate the item.
Stolen Property Statement

A. Complete as soon as an item is discovered stolen.
B. Contact the UNT Police Department to file a report.
C. Should be signed by the custodian.
D. Should be signed by the maintaining account holder.
E. Should accompany a Texas Form 74-194.
F. Should be submitted to Property Management as soon as possible.
G. Stolen items with a filed police report are immediately dropped from your inventory.

Form 74-19

A. Accompanies a Stolen Property Investigation Statement.
B. The unsigned form is submitted to Property Management.
C. The UNT property manager will secure the signature of the Vice President of Finance on behalf of the President.
D. The VP of Finance makes a determination, based on the investigation statements, determines custodial negligence.
Certificate of Destruction

A. Should be submitted when an asset is found to be hazardous and/or needs to be destroyed for other reasons.

Dismantled for Parts

A. Should be submitted when an asset will be dismantled for parts.
AIR Summary

A. Signed by the maintaining account holder and the Designated Asset User.

B. Certifies that the EIS Asset Module has been updated to Reflect the condition, location and custodian for each asset in the maintaining account.