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**Office of Court Administration**

**Property Management Policy**

**(Sections 403.271-403.276, Texas Government Code)**

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**Responsible for** The administrative director is responsible for the custody and care

**Agency Property** of state personal property in the agency's possession. Accordingly, the director will ensure that the agency maintains adequate inventory controls on personal property and will designate a property manager.

**Property Manager** The property manager is the custodian of all agency personal

**Responsibilities** property. The property manager shall utilize procedures and documentation that comply with rules and regulations of the State Comptroller's Office, as described in the State Property Accounting (SPA) Policy and Procedures Manual. When the agency's property is entrusted to any employee or person other than the property manager, the property manager shall require a written receipt from the person receiving custody of the property. This receipt shall transfer the responsibility for the property to the person receiving the custody of the property.

**User's Responsibilities** OCA Property, equipment, and supplies are to be used for state purposes, and the user must exercise reasonable care for its safekeeping. The term reasonable care means that steps have been taken to maintain the upkeep of the property in an acceptable manner, to ensure the security of the property, and to ensure that the property can be located at any time requested. By accepting the property, the user agrees to comply with the procedures and execute the documentation required by the property manager.

**Receipt for Entrustment** Any employee or other person who is entrusted with agency

**of Agency Property** personal property must provide a signed and dated receipt to the OCA Property manager. The receipt must include a detailed list of the property entrusted to the individual.

**Missing, Destroyed or** If the administrative director has reasonable cause to believe that

**Damaged State Property** the agency's personal property is missing, destroyed, or damaged because of a state employee's negligence, the director will report the occurrence to the State Auditor's Office, the Office of the Attorney General, and the State Property Accounting System.

**Loaning OCA Property** When OCA personal property is loaned to a court or another

**to a Court or Another** agency, the lending must be authorized in writing by the

**Agency** administrative director or the property manager. The chief justice or judge of the court or the head of the other agency must execute a receipt for the property. Because OCA is assumed to have possession of the property, OCA must maintain the documentation of the loan, and the loaned property must be reported in OCA's physical inventory.

**Transferring OCA** OCA may transfer any personal property in its possession to a

**Property to a Court** court or another state agency with or without reimbursement from

**or Another Agency** the transferee. The transferee must immediately acknowledge receipt of the property in the State Property Accounting System.

**Reassignable, Surplus,** The property manager will comply with rules and procedures of

**and Salvage Property** the Comptroller and the Building and Procurement Commission for the accounting and transfer of reassignable, surplus, and salvage property.

**Cannibalization of OCA** Cannibalization is the removal of parts, equipment, or assets from

**Property** an item in order to use them in another and cause the cannibalized item to become reduced or diminished. The property manager must give written permission for the cannibalization of any OCA property.

**Inventory Controls** All OCA personal property required to be tracked in the Statewide Property Accounting System shall be permanently marked as property of the State of Texas and will be assigned a unique property inventory number. OCA shall complete a physical inventory of all personal property at least once a year, and may perform additional inventories at any time. . The inventory must

 assure that each property item is still within the agency's possession, identify the location of the property, and provide the name(s) of the person(s) responsible for the property. The condition of each property item must be evaluated during the annual physical inventory and reported to the state property accounting system.

**Special High Risk Items** Special high risk items are items such as state-issued portable computers (laptops/notebooks), personal data assistants, portable printers, digital cameras, cellular telephones, and pagers. The administrative director may authorize the property manager to institute special control procedures and documentation for the reasonable care of these special high risk items, and may condition the use of these items on compliance with the special procedures and documentation.

**Acknowledgement – Receipt of information**

**concerning property management at OCA**

I \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ acknowledge by my signature below that I

 (Printed Name)

received a copy of the OCA Property Policy and Procedures on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (Date)

 (Employee Signature)

**\*\*\*\*\*\*\*PLEASE RETURN A COPY OF THIS FORM TO\*\*\*\*\*\*\*\*\*\***

**THE HUMAN RESOURCES OFFICE**