



Standard Administrative Procedure (SAP)

21.01.09.L0.01 Fixed Asset Management – TAMIU Equipment

First Approved: December 4, 2025
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Procedure Statement and Reason for Procedure

Texas A&M International University (TAMIU) is responsible for accounting for all fixed assets procured using University funds which include, but are not limited to, State appropriations, designated funds, contingency funds, fee account revenue, and grant funds. This SAP provides guidance for employee accountability for missing, damaged, and stolen property.

Procedures and Responsibilities

1. GENERAL

- 1.1 All members of the University community, including faculty, staff, students, contractors and visitors, are expected to exercise reasonable care over TAMIU-owned personal property (defined below).
 - 1.1.1 Reasonable care means steps are taken to ensure:
 - Acceptable upkeep and maintenance of the personal property
 - Security of the personal property
 - Awareness of the location of the personal property at all times

2. REPORTING REQUIREMENTS

- 2.1 When personal property is lost, stolen, or is otherwise discovered to be missing, the employee to whom the personal property is assigned is responsible for taking the following actions:
 - 2.1.1 For IT equipment (e.g., computer, laptop, external drive, etc.), immediately notify OIT at itsecurity@tamiu.edu.
 - 2.1.2 Complete the [MISSING, STOLEN OR DAMAGED PROPERTY REPORT](#) and submit it to the receiving/property department.

- 2.1.3 If the personal property is stolen or otherwise discovered to be missing, a police report must be filed with the police department in the jurisdiction where the item was stolen or is believed to be missing. A copy of the report must be submitted with this form.
 - 2.1.4 A report must also be filed with the University Police Department (UPD).
 - 2.2 When personal property is damaged, the [MISSING, STOLEN OR DAMAGED PROPERTY REPORT](#) must be completed and submitted to the receiving/property department.
3. LIABILITY
- 3.1 Per Texas Government Code, Section 403.275, if property disappears, deteriorates, or is damaged or destroyed as a result of failure to exercise reasonable care, negligence, or an intentional wrongful act by an employee to whom the personal property is assigned, the employee is liable for monetary damages.
 - 3.1.1 Monetary damages will be added to the employee's University account.
 - 3.1.2 An employee who fails to make payment in part or in full for the assessed monetary damages is subject to having the outstanding balance deducted from any payment of accrued vacation balance upon separation of employment.
 - 3.2 TAMIU will hold students monetarily liable for loaned property (e.g. loaner laptops, calculators, etc.) if the property disappears, deteriorates, or is damaged or destroyed as a result of failure to exercise reasonable care, negligence, or an intentional wrongful act by the student to whom the personal property was loaned.
 - 3.2.1 Monetary damages will be added to the student's University account.
 - 3.2.2 Failure to pay the balance will result in a hold on the student's account which may preclude the student from registering or receiving transcripts and/or a diploma.
 - 3.3 TAMIU may hold contractors or visitors monetarily liable for University property that is damaged or destroyed as a result of failure to exercise reasonable care, negligence, or an intentional wrongful act.
 - 3.3.1 TAMIU also reserves the right to criminally trespass and/or charge a contractor or visitor who damages or destroys University property.
 - 3.4 The monetary damages are calculated as the lesser of the original cost of the personal property to the University or the current replacement value unless otherwise stated in a separate loaner agreement signed by the individual.
 - 3.5 In addition to the procedures outlined above, failure to pay monetary damages will subject the individual to the University's normal collection procedures which include the imposition of a State of Texas hold.

Definitions

Personal property: Fixed or movable tangible assets used for operations, the benefits

of which extend beyond one year from date of acquisition and rendered into service. Personal property does not include consumable items, and can be a capital asset, a controlled asset, or an inventoried asset.

Controlled assets: Controlled assets are defined by the State Comptroller's Office and must be inventoried. TAMIU controlled items include sound systems/audio equipment, cameras, televisions/video players, computers, data projectors, smart phones/tablets plus other handheld devices and laptops having a unit value of \$500.00-\$4,999.99. Additionally, all firearms (handguns, rifles, shot guns, etc.) are controlled assets regardless of cost. Inventory controls over other equipment valued at less than \$5,000 per unit may be required if TAMIU deems such controls necessary. These items are referred to as inventoried assets.

Related Statutes, Policies, Regulations, or SAPs

[Texas Government Code, Section 403.275, Liability for Property Loss](#)

[Texas A&M University System Asset Management Manual](#)

Contact Office

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