

CORRECTIONAL MANAGED HEALTH CARE POLICY MANUAL	Effective Date: 8/23/2016	NUMBER: D-28.5  Page 1 of 1
	Replaces: 7/00	
	Formulated: 2/99	
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EQUIPMENT, SUPPLIES, AND INVENTORY		

**PURPOSE:** To ensure that an annual inventory is conducted in compliance with each University Providers' procedures and to maintain accurate inventory lists of all equipment, furnishings, vehicles, materials, and supplies purchased for the direct and indirect delivery of health care to inmates.

**POLICY:**

- I. A complete annual physical inventory must be conducted of all equipment and furnishings in accordance with university provider policies. All equipment considered a fixed asset will be marked with a property number. All equipment considered unnumbered property will be clearly marked with a decal or sticker indicating it is unnumbered property and will include the University Providers' name. This inventory will be maintained at all times.
- II. Any discrepancies to the annual inventory will be noted on the appropriate University Providers' forms and have appropriate signatures.
- III. Equipment transfers and deletion requests must have appropriate paperwork noting the destination of said equipment and the reason for transfer or deletion. Deletion of originally owned TDCJ equipment must have approval from TDCJ Health Services.
- IV. A copy of all equipment transfers (including temporary transfers for repairs) and deletion requests will be maintained at the facility (UTMB) or at the Material Management office within Texas Tech University Health Science Center and be made available to auditors.
- V. All personal property owned by an employee should be labeled as Personal property of \_\_\_\_\_. Personal property includes items such as personal artwork, lamps, etc. that employees may bring to the facility for their personal use.

**Reference:** TDCJ AD-14.31, Accountability for TDCJ Property  
ACA Standard 4-4427 (Ref. 3-4333) Physical Plant