

## TEXAS MILITARY DEPARTMENT

### STATE PROPERTY TIDBITS!

All State property is tracked, regardless of price. It is each state employee's responsibility to use property only for state purposes and to exercise reasonable care for its safekeeping.

Employees are not authorized to borrow equipment for personal use. Employees may not loan, transfer or dispose of property without authorization from the Property Manager. While it is recognized that accidents may occur, repeated instances of damaged or misplaced equipment or property may be considered a failure to exercise due care and may result in appropriate disciplinary action.

The property manager may entrust property to a person only when the person signs a hand receipt. The receipt must include a detailed list of the property entrusted to the individual, along with the statement: "I understand that I am under financial liability for loss or damage to this (these) item(s) if the loss or damage results from my negligence, intentional act or failure to exercise reasonable care to safeguard, maintain and service it (them)."

Supervisory responsibility is the obligation of a supervisor to ensure all state property issued to, or used by subordinates, is properly used and cared for. It is not contingent upon signed receipts.

All gifts/donations of personal property must be documented and reported to the property manager for determination whether the item(s) are required to be tracked on state property books.

Federal/state employees, with the written concurrence of the TAG or TMD Executive Director, are authorized to operate federal/state owned/leased equipment while performing official duties in support of Cooperative agreements. Federal/state employees shall be properly trained, qualified and licensed to operate equipment in accordance with State/TMD/ARNG and ANG directives.

The Attorney General's Office may investigate a report received for negligence or theft. The TMD may take disciplinary action up to and including, termination as warranted by the circumstances.

SELF INSURED? The state is not self-insured and if you drive a state vehicle, your driver's license must be on file with the Fleet Manager.

It is everyone's job to report fraud, waste or abuse. To report fraud, waste or abuse, you may call the SAO HOTLINE at 1-800-TX-AUDIT (892-8348.)

I acknowledge that I have received, reviewed and understand the above guidelines and procedures related to State Property use.

EMPLOYEE NAME (printed): \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Branch/Section: \_\_\_\_\_

(eff. Oct 2014)