



TEXAS TECH UNIVERSITY  
Department of Intercollegiate Athletics  
*Operating Policy and Procedure*

**PREFACE**

The information on policies and procedures is intended for the use of Texas Tech University Department of Intercollegiate Athletics. The manual supplements the Texas Tech University Operating Policies and is intended to provide information that will assist athletic department employees with their duties. All employees should benefit from referring to this manual when policy questions arise. It is not intended to list every policy detail of the Department of Intercollegiate Athletics (often referred to as simply as Athletics).

**ADDITIONAL SOURCES OF INFORMATION ARE:**

- Texas Tech University Operating Policies and Procedures (www.depts.ttu.edu/opmanual)  
<http://www.depts.ttu.edu/opmanual>)
- Texas Tech Athletics Compliance Manual
- Texas Tech Student-Athlete Handbook
- Texas Tech Student Affairs Handbook/Code of Student Conduct
- Big 12 Conference Handbook
- NCAA Division I Manual <http://www.ncaa.org/wps/portal/>

## **Department of Intercollegiate Athletics Policy and Procedure**

Revised and posted 9/11/07

### **5.10 ACCOUNTABILITY AND INVENTORY CONTROL**

#### **CAPITAL EQUIPMENT**

Capital equipment, defined by the State of Texas as personal property of a state agency, includes all non-consumable property having an acquisition cost of \$1,000 or more. For purposes of inventory control, Athletics capital equipment is originally entered into the master inventory list maintained by the University from information obtained from requisitions sent to University Purchasing /Payables Office.

#### **DEPARTMENTAL RESPONSIBILITY**

Responsibility for conducting inventory of capital property has been designated by the Director of Athletics to the Sr. Assoc. Athletics Dir./External Operations.

#### **TIME SCHEDULE FOR INVENTORY**

Capital property inventories are performed annually during the months of March or April. A computer printout of departmental items on the University's master list is sent to the department from the University Purchasing/Payables Office.

#### **ATHLETIC EQUIPMENT-SPORTS**

Sport-specific athletic equipment should be maintained in inventory by the head coach (or a designee) of the sport to which the equipment belongs. In football, however, the Football Equipment Manager or his staff inventories equipment.

All inventories for athletic equipment (sports) are performed annually before the end of the Spring Semester or no later than two weeks after the sport's concluding event. The administrative assistant maintains a master inventory (for consumable and non-consumable items) for sports equipment responsible for each sport's area. Consumable equipment is not tagged but is usually marked in some way. Information on all capital items, as well as equipment and supplies, is updated on the sport's master list when the equipment is received. From this master list, head coaches or their designees go through all equipment, uniforms, and supplies. They then record the number on hand of each type of equipment, uniform, and supply, and the condition of each item. All expendable (consumable) equipment, which is no longer used, is either stored or discarded. Lost items are noted on the inventory list.

#### **MEDICAL SUPPLIES**

One of the athletic trainers is given the responsibility of ordering sports medicine supplies. Inventory is taken three times a year. All state controls are followed in ordering these supplies so as to get the best value. There are procedures student-athletes must follow in checking out or returning equipment (i.e., crutches and braces). All of this is done at the direction of the Sr. Assoc. AD/Sports Medicine.