



ADMINISTRATIVE  
POLICIES AND PROCEDURES MANUAL

DATE ISSUE  
3/25/96

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SUBJECT  
PROPERTY ADMINISTRATION

SUB-TOPIC

MOVEMENT OF FURNITURE, FURNISHINGS AND EQUIPMENT

I. From One Campus Location to Another

Generally, space is to be provided with a "basic set" of furniture and furnishings thought to be appropriate for a given function. This "basic set" is permanently assigned to a room or area of the building in which it is located. However, for accountability purposes, these items may be posted against the custodial property account that is occupying this area. No furniture or furnishings may be moved from one location to another without the written authorization of the Vice President for Business Affairs. Equipment such as typewriters, calculators and other general office equipment constitute the exception to this policy and may be moved at the discretion of the custodial account manager; however, the custodial account property manager must notify the Property Administrator in order to update the University's fixed asset records.

II. Within an Allocated Departmental Area

Within an area assigned to a custodial property account, furniture, furnishings and equipment may be moved at the discretion of the department or administrative head. The custodial property manager must ensure that adequate internal controls exist at the departmental level to monitor this activity. Such movement should be minimized and, in any case, must be reported to the Property Administrator by memorandum. This movement must be reported so that periodic audits at the local, state and federal level may be accomplished without embarrassment to the departmental or administrative head with whom final responsibility rests.

III. Property Loaned to Another Department

If a department wishes to loan equipment to another department, the lending department must notify the Property Administration Office of the change in location by memorandum. This correspondence should include the anticipated dates of the loan. Upon return of the equipment, the lending department should provide Property Administration with an update of the location of the item(s). The custodial property manager must ensure that adequate internal controls exist at the departmental level to monitor this activity.



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IV. Off-Campus Equipment

If a faculty or staff member's job duties require the use of state-owned equipment at an off-campus site, the removal and documentation of the removal must be coordinated through the Property Administrator's Office. Equipment to be used off campus must be used for official University-related functions only. The faculty or staff member must complete and submit a University Property Custody Receipt form to the Property Administration Office. A copy of the form with instructions for completion of the form can be obtained by contacting the Property Administration Office. Departmental property managers must inform the Property Administration Office when equipment is returned from off-campus sites by completing the "Property Custody Return Receipt" section of the form and submitting the original to the Property Administrator. In addition, a new form must be submitted each fiscal year if the property is to remain off campus. The required distribution is listed at the bottom of the form.

V. Equipment Returned to Vendor

Any equipment that is to be returned to the vendor must be coordinated through the Central Receiving Department. The individual responsible for returning the merchandise must complete and submit a Return to Vendor/Shipping Request form with the equipment to be returned. These forms can be obtained by contacting the Central Stores Department. The UTD inventory number must be recorded on this form, if applicable. If questions arise regarding this type of transaction, contact the Central Receiving Department.



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**MOVEMENT OF FURNITURE, FURNISHINGS AND EQUIPMENT, Continued**

IV. Trade-Ins of Equipment (Existing Fixed Assets)

Any equipment that is to be traded in against the purchase of new equipment must be coordinated through the Purchasing, Property Administration, and Central Receiving Departments. The requisitioning department must include detailed information on the requisition addressing the item that is to be traded in (UTD number, description, manufacturer's model, serial numbers and trade-in allowance). This information will allow the Purchasing Department to record this transaction against the purchase order on which the trade allowance will be granted. In addition, this process will provide the Property Administration Office with the information necessary to value the newly acquired asset, as well as to provide documentation for the removal of the traded asset from both the University's and State's records. If applicable, the requisitioner should contact the Central Receiving Department to arrange for the shipment of the outgoing merchandise.