



ADMINISTRATIVE  
POLICIES AND PROCEDURES MANUAL

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SUBJECT  
PROPERTY ADMINISTRATION

SUB-TOPIC

**EQUIPMENT TRANSFERS**

Equipment may be transferred to other departments by completing the Interdepartmental Transfer/Release of Equipment form which is included in the annual inventory packet. Additional copies can be obtained by contacting the Property Administration Office. Accountability for the asset(s) will rest with the transferring department until both the relinquishing and receiving department directors or department heads acknowledge the transaction by mutual agreement, (i.e., signature), and by marking the requested transaction in the space provided. Once completed, the original form is forwarded from the receiving department to the Property Administration Office for processing. This procedure is necessary to document equipment movement and to ensure that current inventory control records are maintained.

I. Equipment Retired to Surplus

Reference the procedures outlined in subtopic: Annual Inventories, Item I. Leaving an Old Location, Section C.

II. Interagency Transfers of Equipment

State agencies may transfer personal property to other state agencies with or without reimbursement. Transfers of this type must be coordinated through the Property Administration Office to allow for proper documentation of this transaction at both the University and State levels. Accountability for the property rests with the transferring agency until all required documentation and procedures have been applied and the receiving agency acknowledges receipt of the property through the State Property Accounting System.