

HEALTH SCIENCE CENTER HANDBOOK OF OPERATING PROCEDURES

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| Chapter 6 | Fiscal Policies and Procedures | Effective: | May 2000 |
| Section 6.3 | Property Control | Revised: | September 2008 |
| Policy 6.3.4 | Changes and Reporting | Responsibility: | Assistant Vice President for Business Affairs |

CHANGES AND REPORTING

Permanent Location Changes

Whenever a department permanently moves furniture or equipment to a new location, they should notify the Property Control Office by memo (written or electronic) so that property records may be adjusted. The memo should show for each item, the inventory number, description, current location and the new location where equipment is being moved. When employees move equipment, in their privately owned vehicles, the employee should have in their possession a copy of the memo or electronic mail sent to the Property Control Office. A permanent move is defined as any move whereby the property will remain at its new location for 90 days or more. When assistance from Housekeeping is needed to move furniture or equipment, the department should complete and send the [Equipment Move Request Form](#) to Facilities Management. The Property Control Office receives a copy of this form to update property records; the department need not send any additional notification in these cases.

Portable and Moveable Equipment

Departments are responsible for controlling and monitoring the location of portable and moveable equipment which is assigned a permanent room location but which is temporarily moved to other locations for periods of less than 90 days. The department is also responsible for notifying the Property Control Office if such equipment is deemed to be permanently moved.

Change in Departmental Management

When there is a change of a department Chair or administrative head, it is the responsibility of the outgoing department Chair or administrative head to notify the Property Control Office of the impending change and its effective date. The Property Control Office shall prepare a computer listing of all equipment which was charged to the department for use by the outgoing and the incoming department Chair or administrative head in a physical inventory of this equipment. The department must request the [Change of Chairman or Head](#) from the Property Control Office. Upon completion of the physical inventory, the form will be completed with a schedule of exceptions to the computer listing and submitted to the Property Manager. This physical inventory should be taken as close to the effective date of the transfer as possible.

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**Non-Owned
Equipment**

All equipment physically located on the Health Science Center premises is presumed to be state-owned equipment, unless it is clearly marked to the contrary. Thus, all personal property belonging to personnel of the Health Science Center should be marked "Personal Property of _____." Also any property belonging to an outside company but placed on University premises, for trial use or other purposes, should be clearly identified as "Property of _____ Company." By so identifying non-owned property, much time and effort can be saved during the taking of the annual physical inventory and during routine departmental audits of equipment.
