

HEALTH SCIENCE CENTER HANDBOOK OF OPERATING PROCEDURES

Chapter 6	Fiscal Policies and Procedures	Effective:	May 2000
Section 6.3	Property Control	Revised:	September 2008
Policy 6.3.7	Equipment Moves	Responsibility:	Assistant Vice President for Business Affairs

EQUIPMENT MOVES

Procedures

Prior to having furniture and/or equipment moved by personnel from the Housekeeping Division of Facilities Management, an [Equipment Move Request Form](#) must be completed, signed by a person authorized to sign on the account number being charged for the move, and sent to Facilities Management. The use of this form standardizes the information required to accomplish the move as rapidly as possible and still provides effective control of the items for the department's records, Property inventory records, and the personnel doing the moving. Upon receipt of the [Equipment Move Request Form](#), Facilities Management will assign a work order number and distribute copies to the appropriate departments.

Moves To VA

Equipment being moved to the Audie L. Murphy Memorial Veterans Hospital from the Health Science Center must have a VA approval letter attached to the [Equipment Move Request Form](#). The VA approval letter may be obtained by contacting the Chief of Supply Service at the Audie L. Murphy Memorial Veterans' Hospital.
