

PENSACOLA STATE COLLEGE
MANUAL OF PROCEDURES


Procedure Title:	Procedure to Transfer Property	<u>Number</u> 118
Related Policy:	Property and Equipment – 6Hx20-1.019	<u>Page</u> Page 1 of 1

I. Purpose

To provide a procedure for the transferring of College property.

II. Procedure

- A. Secure permission to move property from the official departmental property custodian.
- B. The departmental property custodian completes the Property Disposition/Transfer Form and forwards it to the Property Control Office.
- C. If the equipment is taken off campus for repair or other reasons, the Property Disposition/Transfer Form should be completed, signed by the person taking custody (i.e., vendor), and kept on file by the Property Control Office until the equipment is returned. Once the property is returned, a Property Disposition/Transfer Form should be completed by the departmental property custodian and forwarded to the Property Control Office.

Responsible Official	Vice President, Business Affairs
President's Signature: 	Date: 02/21/2017