

MCNEESE STATE UNIVERSITY
EQUIPMENT INVENTORY ACTION REQUEST
 Property Control Form 1

DEPARTMENT NAME _____

DEPARTMENT NUMBER _____ DATE _____

INSTRUCTIONS: Mark an 'X' in appropriate box below for type of action requested and provide all other information as required. Attach continuation sheet if needed. Refer to university business office policies and procedures regarding moveable property. Refer to the Property Control webpage for more information. https://www.mcneese.edu/policy/property_control

TRANSFER TO PROPERTY CONTROL

DISMANTLE FOR PARTS
 (Must receive approval from Property Control Office prior to dismantling)

THEFT REPORT
 (Must attach police report)

*DEPARTMENT TRANSFER
 FROM: _____ TO: _____

OTHER _____
 (Explain in comments section)

 *Signature of department received transferred items

ITEM/DESCRIPTION	MSU TAG NO.	CURRENT LOCATION	NEW LOCATION (For Dept. Transfers Only)

COMMENTS: _____

 Signature-Department employee

 Type/Print Name

FOR PROPERTY CONTROL USE ONLY:

DATE OF PICK-UP: _____

ITEMS NOT PICKED UP FROM DEPARTMENT:
Any items that are not picked up (unable to locate, too heavy/big to move, department still using, etc.) will be noted below by the Property Control employee. The department will be required to sign acknowledging that any items not picked up will remain on their inventory and they will be responsible for them.

MSU TAG#	DESCRIPTION OF ITEM	REASON ITEM WAS NOT PICKED UP

 Signature of department employee

 Date

PROPERTY CONTROL EXHIBIT 1

This form **must be completed prior** to transferring any property items. Please indicate the disposition type being requested by marking the appropriate box. A description of the item along with the location and property tag number, if applicable, must also be included. The comment section of the form is to be used to indicate the condition of the item. This form will be forwarded to custodial services for items that need to be moved or transferred.

Requests concerning the dismantling of equipment will be forwarded to the Louisiana Property Assistance Agency for approval. Once approved the department making the request will be notified so that the dismantling for parts can take place. Property items **must not** be dismantled until such disposition requests are approved. Audits are conducted to assure that this type of action is not taking place. If it is detected that items are being dismantled, or disposed of improperly a non-compliance letter will be placed in a file. The contents of this file will be reported to the President's office.

Any items that are not picked up by the Property Control employee will be noted on the form at the time of pickup. The department employee will be required to sign acknowledging that any items not picked up will remain on the department's inventory and the department will still be responsible for those items. Please ensure that all items your department is requesting be picked up are easily accessible prior to the Property Control employee arriving.