

MCNEESE STATE UNIVERSITY

EQUIPMENT INVENTORY ACTION REQUEST

Property Control Form 1

DEPARTMENT NAME _____ DATE _____

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

TRANSFER TO PROPERTY CONTROL

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

*DEPARTMENT TRANSFER
FROM: _____ TO: _____

OTHER
(Explain in comments section below)

*Signature of employee receiving transferred items

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

COMMENTS: _____

List the name & phone # of the department employee to contact when the items are picked-up.

Contact name: _____ Contact phone #: _____

Signature of department employee

Type/Print Name

Note: Submittal of this form to the Property Control Office does not transfer ownership of the assets. The assets will remain on your inventory and the department is responsible for the assets until they have been picked-up.

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. 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 until new arrangements for pickup can be made.

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.