



EL PASO COMMUNITY COLLEGE PROCEDURE

For information, contact Institutional
Effectiveness: (915) 831-6740

CDB-2 Transfer of District Furniture and Equipment

APPROVED: October 24, 1983 **REVISED:** September 1, 1995
Year of last review: 2021
AUTHORIZING BOARD POLICY: CDB

Classification: Administrative

Vice President or Associate Vice President: Vice President of Financial and Administrative Operations

Designated Contact: Director of Auxiliary Services

OBJECTIVE: To provide guidelines for transferring District property and the related property control responsibility between or within District departments.

PROCEDURE:

- I. All campus, building or room location changes, or reassignment of property responsibility should be reported on a *Property Control Record* form, except as provided in item II C.
 - A. Property transfers include all movement of personal, tangible property on a temporary or permanent basis. These include movements of furniture and equipment (e.g. desks, chairs, computers, monitors, filing cabinets, etc.) from one location to another within a department and transfers of property from one department to another one.
 - B. Both the department to be relieved of and the department receiving the property or responsibility for it must sign the *Property Control Record* form. It is the responsibility of the department requesting the change to initiate the *Property Control Record* form.
 - C. During major moves, generally occurring at the conclusion of a renovation or construction project, the Property Management Control Department will assist departments in completing the *Property Control Record* form by providing current location, current responsible department and tag number information, as necessary.
 - D. Budget heads are the official delegated asset custodians, responsible for the proper utilization and reporting requirements of College assets in their respective areas.
- II. Responsibility for new furniture and equipment is initially assigned to the department from which funds to purchase the property are expended. Property purchased as part of a facilities development project remains the responsibility of the department head initiating the purchase until it is:
 - A. Transferred by a *Property Control Record* form to other departments for use.
 - B. Transferred by a *Property Control Record* form to the Property Management Control Department as surplus or salvage property.
 - C. Transferred by the Purchase Requisition or the Purchase Order to the department(s) which will use the property.
- III. The *Property Control Record* form is submitted by the initiating department to the Property Management Control Department, which reviews it for completeness. If only a "responsible department" change is requested, the property subsidiary master data base is updated in the administrative integrated management system (BANNER) and the original copy is filed. A copy of the *Property Control Record* form is forwarded to the new responsible department.
- IV. For transfers requiring a location change, the *Property Control Record* form is sent to the Property Management Control Department, which reviews it for completeness, and forwards it to the Physical Plant Department to accomplish the move.

- V. Upon completion of the move, the original copy of the *Property Control Record* form is forwarded to the Property Management Control Department with a copy provided to the Physical Plant Department, the receiving and sending departments.