

PROCEDURE

Number: 74-08
Title: Equipment Transfer
Responsibility: Vice President of Finance and Administration
Original Approval Date: 06/15/2004
Last Cabinet Review: 07/08/2025
Last Revision: 07/02/2025

Reference (Policy and/or Procedure)

SBTCE: Procedure 4-5-101.1 Assets and Inventory Management
FDTC: Policy# 70-42 Security of Plant Facilities and Management
Other:

Procedure Description

1. When a department wishes to transfer equipment to another department, an Inventory Move form, located on the Intranet, must be completed and submitted to the Shipping and Receiving Department.
2. The Shipping and Receiving Department will schedule relocation of the equipment, if assistance is needed, with the exception of computer related items. This is done by the Colleges' IT Staff personnel.
3. All inventory documents will be corrected showing the transfer.
4. Refer to Procedure 74-07 concerning loaning of equipment.