How Do I Process the Property Control Record?

1. Follow the below steps to fill out the Property Control record and turn it in to Purchasing (Do not dispose yet)
   A. Add information into the below **highlighted** blanks (Purchasing will add Court Order No)
      I. The Fixed Asset No is interchangeable with the Inventory Tag No. If not applicable, write NA.
      II. Select the appropriate bullet to use for your inventory correction.
      III. Additional Notes is optional. Please use if there is insufficient space above for information.
   B. Signatures
      I. Transfer:
         a. Sign line 1 of form (Department Initiating)
         b. Receiving Department Signs line 4
         c. Forward form to Purchasing
      II. Discard: Sign line 1 and forward form to Purchasing. If you are at an offsite location, small items may be sent to Purchasing for the appraisal.
      III. Other Disposition: fill in only if below is applicable. Sign line 1 and send to Purchasing
         a. Items of Value
         b. No longer going to be held in your department
         c. You wish to auction items
2. Purchasing will request for an appraisal by the Assessor
3. Once appraised, Purchasing will complete a Court Order and email a copy to you
4. Your items are ready for Disposal. Attach Form with Court Order No. to items and send to Environmental Affairs

PROPERTY CONTROL RECORD

This form *must* be completed and turned into the Purchasing Department *before* the transfer, or other disposition of any equipment. It must also be completed *before* the salvage of any items. In the case of a transfer between divisions, the signature of both the transferor and the transferee Department Head is required.

Date: _____ Court Order No. _____

Initiating Department: _____

Fixed Asset No. _____ Serial No. _____

Description: _____

In regard to the above property, we propose to: (Select *one* of the below)

1 of

- ***Transfer*** From: _____ To: _____
- ***Discard*** Explain: _____
- ***Other Disposition*** Explain: _____

Additional Notes: _____

1 _____
Department Initiating

2 _____
Purchasing Department

3 _____
Assessed Value Appraiser

_____
Assessor

4 _____
Receiving Department or Transferring Agent

5 _____
Environmental Affairs