PROCEDURE LIT.4.04.03
MOVING ASSETS

SCOPE: Faculty and Staff

1. Relocating Inventory Items

    1.1. All property moves for capital or controlled assets (non-IT items) must be reported to the Property Manager via ICS in order to ensure accurate and up-to-date records are maintained.

        1.1.1. The property custodian (with department head approval) submits a work order to have the item relocated by Facilities if needed.
        1.1.2. Once the item is moved, ICS is updated by the department for processing by the Property Manager.

    1.2. All IT items must be relocated by the IT department.

        1.2.1. The IT department will coordinate with the responsible party to ensure the move is handled properly.
        1.2.2. The IT department will coordinate with the responsible party to ensure the ICS is updated for the new location and/or responsible party

2. Relocating Items Not in the Inventory System

    2.1. The property custodian (with department head approval) submits a work order to have the item relocated by Facilities if needed

    2.2. Items not in the inventory system do not require Property Manager approval.

Related Policies: Policy 4.04 Property Management

Relevant Forms/Documents:

Relevant TSUS Policies/Forms/Documents:

Relevant Statutes:

Relevant SACSOC Standards:

Document History:
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