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| <b>SUBJECT:</b><br>Transfer of Furnishings or Equipment<br>Purchased with Building Funds | <b>Effective Date:</b><br>3/6/12   | <b>Procedure Number:</b><br>FS 2012 RM0008 |                |
|  | <b>Supersedes:</b>   | <b>Page</b><br>1                           | <b>Of</b><br>3 |
|  | <b>Responsible Authority:</b><br>Associate Vice President, Administration and<br>Finance (Facilities and Safety) |  |                |

**APPLICABILITY/ACCOUNTABILITY:**

This procedure applies to all employees within Administration and Finance (Facilities & Safety) or any other person from any other department involved in the transfer of furnishings or equipment purchased with building funds.

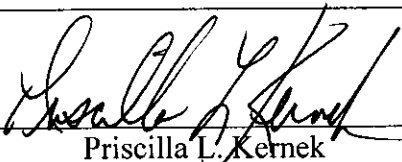
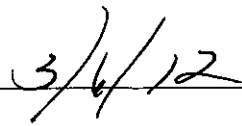
**PROCEDURE STATEMENT:**

Furnishings and equipment purchased with funds allocated for facility construction or renovation, whether from the state or donor, are to be located at the facility for which they were intended. Should a user, unit, or department wish to relocate an item to another location, permission must first be obtained by the College Dean, SPAA, AVP for F&S, and Provost; permission must be obtained from the donor, when applicable, and the requesting unit must reimburse the project account.

**PROCEDURES:**

1. The requestor will complete the request for Transfer of Furnishings or Equipment form and route it through the College Dean, SPAA, F&S, and Provost for consideration. E-mail routing is acceptable.
2. Upon signature by the Provost, the form will be sent to the F&S Business Office for processing.
3. The F&S Business Office will inform the requestor of approval or disapproval, and will request an account number for reimbursement.
4. The F&S Business Office will process a JID transfer for the depreciated value of the equipment (as determined by Finance and Accounting).
5. When completed, the F&S Business Office will notify the requestor to transfer the asset online to the receiving department.

6. If projects are open, not subject to reversal and/or zero balance, F&S Business Office will process the reimbursement request.
7. If projects are closed, the funds will be placed in a designated account for purpose of receipt and spending for the appropriate building.
8. Any transfer of furnishings or equipment assets purchased with building funds will require a written statement that the College Dean agrees not to transfer building-funded assets within a five (5) year time frame to another facility on campus or off campus.
9. F&S Business Office will perform an annual check on the assets to ensure that the building-funded assets are not transferred to another facility on campus or off campus within a five (5) year time frame.

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| Approved By:  | Date Approved:   |
| <br>Priscilla L. Kernek<br>Associate Vice President<br>Administration and Finance<br>Facilities and Safety | <br>3/6/12 |

## REQUEST FOR TRANSFER OF FURNISHINGS OR EQUIPMENT

**ITEM DESCRIPTION (NUMBER, IF ANY):**

**CURRENT LOCATION:**

**DESIRED LOCATION:**

**JUSTIFICATION:**

### REQUIRED APPROVALS:

College Dean Approve/Disapprove \_\_\_\_\_ Date \_\_\_\_\_  
Signature

SPPA Approve/Disapprove \_\_\_\_\_ Date \_\_\_\_\_  
Signature

F&S AVP Approve/Disapprove \_\_\_\_\_ Date \_\_\_\_\_  
Signature

Provost Approve/Disapprove \_\_\_\_\_ Date \_\_\_\_\_  
Signature