



Business Processes for Internal Control Manual
 (Policy, Procedure, & Processes for Division of Fiscal Affairs)

Title: Internal Property Transfer		Date Created:
Functional Area: Fixed Asset Management		Last Updated: 26 March 2009
Purpose: To identify the process for moving equipment between departments and to ensure that the Fixed Assets Inventory properly reflects the location of all fixed assets at Savannah State University		
Documents (Info) Needed: Internal Property Transfer form		
Primary Position Responsible:	Plant Operations or Property Control	
Reviewed By <or> Reviewed By:		
Process Frequency:	As needed	
Prerequisite Process:		
Subsequent Process:		

POLICY:

Savannah State University employees who act as custodians of University property are must complete and submit an Internal Property Transfer form prior to moving any University equipment from one location to another on campus in order to ensure the inventory records of the University reflect the actual location of equipment items.

PROCEDURE:

Transferring Property to Another Department and/or Location:

1. Complete Internal Property Transfer form and forward completed form to Property Control and Plant Operations.
2. Plant Operations will be responsible for assisting the department with the transfer or moving of University Equipment. Property will be responsible for updating the Fixed Asset System.
3. Note: If property items are small items that can be moved by the department, complete the internal property transfer form, and forward the form to Property Control ONLY.)
4. Property Control forwards a copy of the completed Internal Property Transfer form to Fiscal Affairs, so that property records can be updated.