

HEALTH SCIENCE CENTER HANDBOOK OF OPERATING PROCEDURES

Chapter 6	Fiscal Policies and Procedures	Effective:	May 2000
Section 6.3	Property Control	Revised:	July 2010
Policy 6.3.4	Changes and Reporting	Responsibility:	Assistant Vice President for Business Affairs

CHANGES AND REPORTING

Permanent Location Changes

Whenever a department moves property to a new location, they should notify Property Control so the property records may be adjusted. When employees move property in their privately owned vehicles, the employee should have in their possession a copy of the notification sent to Property Control.

When assistance from Housekeeping is needed to move property, the department should complete a [Service Request Form \(SRF\)](#) through Facilities Management's Web site. Property Control receives a copy of this form to update property records; the department need not send any additional notification in these cases.

Moveable Property

Departments are responsible for controlling and monitoring the location of moveable property and must notify Property Control if such property is deemed to be permanently moved. Permanently moved property is defined as property moved for a period of thirty (30) days or more.

Change in Departmental Management

When there is a change of a department Chair or Director, it is the responsibility of the incoming department Chair or Director to notify Property Control of the change in departmental management. Property Control shall prepare a listing of all property owned by the department.

The incoming Chair or Director must review and confirm the property inventory under their custody and report exceptions immediately to Property Control. This property inventory should be taken as close to the effective date of the change in management as possible.

Non-Owned Property

All property located on the Health Science Center premises is presumed to be state-owned, unless it is clearly marked to the contrary. All personal property belonging to employees of the Health Science Center should be marked "Personal Property of _____". Any property belonging to an outside company placed on University premises should be clearly identified as "Property of _____ Company".
