

**HEALTH SCIENCE CENTER HANDBOOK OF OPERATING PROCEDURES**

Chapter 6	Fiscal Policies and Procedures	Effective:	May 2000
Section 6.3	Property Control	Revised:	July 2010
<b>Policy 6.3.7</b>	<b>Equipment Moves</b>	Responsibility:	Assistant Vice President for Business Affairs

## **EQUIPMENT MOVES**

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### **Procedures**

Prior to having property moved by personnel from Housekeeping, a [Service Request Form \(SRF\)](#) through Facilities Management's Web site must be completed. Facilities Management will forward a copy of the [SRF](#) to Property Control to update property records.

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### **Moves To VA**

Property being moved to the Audie L. Murphy Memorial Veterans Hospital from the Health Science Center must have a VA approval letter attached to the [SRF](#). The VA approval letter may be obtained by contacting the Chief of Supply Service at the Audie L. Murphy Memorial Veterans' Hospital.

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