



# University of South Alabama Property Control Form

See reverse side for instructions

A. REQUEST TO: (Check one)

1.  Transfer to following property to another department account number – location remains the same.
2.  Transfer the following property to another department account number AND change location.
3.  Change of location – department account number remains the same.
4.  Record property acquisition by means other than purchase – (donation, in house manufacture, etc.)
5.  Relieve the following property form responsibility/accountability due to:  Trade in,  Loss,  Theft,  Destruction, or  Other Cause.
6.  Relieve the following property from responsibility/accountability due to:  Obsolescence,  Unrepairable, or  No longer usable by department but still functioning.

B. HAZARDOUS EQUIPMENT: Please check the box to the right of "Full Description of Item" below if any item listed has been used in conjunction with Hazardous, Radiological or Biological materials? Has the equipment been decontaminated or render safe?  Yes,  No.

C. Does the Property Office need to make arrangements to pickup or move this property?  Yes,  No.  
For both YES and NO, please list name and phone number of contact person and building/room number locations for both Present location and New location of the property below

USA Tag No.	Full Description of Items	Check if Hazardous	Present Location Building/Room No.	New Location Building/Room No.	Unit Cost

(If more space is needed, attach sheets using same format as above)

	Losing Department	Gaining/Using Department
Responsible Organization	_____	_____
Signature of Responsible Person	_____	_____
Signature of Dean or Division Head	_____	_____
Effective Date of this Action	_____	_____
Person to Contract	_____	_____
Phone Number of Person to Contact	_____	_____

**DO NOT WRITE BELOW THIS LINE**

FOR RELIEF FROM ACCOUNTABILITY

Report Number \_\_\_\_\_ Date \_\_\_\_\_ Property Manager \_\_\_\_\_

\_\_\_\_\_ Approved from processing

\_\_\_\_\_ Disapproved

Financial Affairs

## GENERAL INSTRUCTIONS

Please remember your Dean or Division Head **must** sign the Property control Form. The Dean or Division Head is responsible for all equipment within a College or Division.

**Never** discard **any** equipment whether listed on inventory or not. The Property Office will arrange removal of all equipment **after** the Property Control Form is signed and processed.

Please type or print the names under signature line.

Send the completed Property Control Form with all required signatures to the Property Office for processing. **Never** send the Property Control Form directly to Maintenance for pickup.

## SPECIFIC INSTRUCTIONS FOR COMPLETION OF PROPERTY CONTROL FORM

Each number below corresponds to the number side of this form.

### A. REQUEST TO:

1. For use when transferring usable equipment from one department to another but the equipment remains in the same location. Department Head **and** Dean or Division Head from **both** losing **and** gaining departments must sign the Property Control Form.
2. For use in transferring usable equipment from one department to another and the equipment location changes also. Department Head **and** Dean or Division Head from **both** losing **and** gaining departments must sign the Property Control Form. Please list the name and phone number of contact person as well as the building and room numbers of **both** the present and new location. **DO NOT** use this line when deleting equipment from Department inventory.
3. For use in changing the physical location of equipment within a department. Both Department Head **and** Dean or Division Head must sign the Property Control Form. Please list the name and phone number of contact person as well as the building and room numbers of **both** the present and new locations.
4. For use in recording and placing on inventory and equipment acquired by means other than purchase. Please **attach** any additional information such as gift letters, letters of receipt and pertinent information such as model numbers, serial numbers and value in dollars.
5. For use when requesting relief from responsibility for missing and traded equipment. In this case **always attach** a copy of the **Police Report** and/or a statement of circumstances describing loss signed by the responsible person, Department Head, **and** Dean or Division Head. For equipment **Traded in**, please attach documentation showing the **trade in allowance** being received for each piece of equipment being traded.
6. For use when discarding equipment and requesting relief from responsibility. Fill out the Property Control Form, send the completed form to the Property Office and the Property Office will arrange removal from you department. **Never discard** any equipment **or** send the Property Control Form directly to Maintenance for pickup and removal. Please allow a reasonable amount of lead time. Both Department Head **and** Dean or Division Head must sign the Property Control Form. Please **list** the name and phone number of contact person as well as **both** the building and room numbers of the equipment's present location.

### B. HAZARDOUS EQUIPMENT

Applies to all equipment considered potentially hazardous per University policy that is being declared surplus (moved to property storage facility for sale) or moving off campus. It is each department's **responsibility** to contact the University's Safety Officer for decontamination of the equipment and insuring all necessary paper work is completed. **No** Property Control Form with equipment listed as hazardous will be **processed** until all required preparation and paper work is complete.