



## GENERAL INSTRUCTIONS

Note: The responsible 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.

Type or print the names under signature line.

Forward 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. 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. 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. **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**, 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. **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. Each department is responsible for decontamination of their equipment prior to disposal. Additionally, departments are responsible for contacting the Safety and Environmental Compliance office @ (251) 460-7070 to certify/tag equipment as properly decontaminated prior to removal. **No** Property Control Form with equipment listed as hazardous will be **processed** until all required preparation and paper work is complete.

## C. GRANT EQUIPMENT

Applies to all equipment purchased with federal, state, or private grants. It is each department's responsibility to contact Grants and Contracts Accounting for approval to insure all stipulations in the grant have been met. No Property Control Form with equipment listed as being purchased with a grant will be processed until approval has been obtained and documentation has been completed.