



**ASSET MANAGEMENT
POLICIES, PROCEDURES AND FORMS**

AUTHORITY				
Federal	Rev. Statutes	Admin Code	HCSD	HSC
CITATION:		State Property Control Regulations - Chapter 3 '313.F.10		
PROCEDURE NAME:		Movable Property Internal Transfer Request Form AF-14 Instructions		
PURPOSE:		To ensure all Movable Property that is relocated is documented so Property Records are accurate at all times		

RESPONSIBLE PERSON	ACTION STEPS
State Employee	1. Enters Department and Cost Center Number.
	2. Enters Date.
	3. Enters Description, Tag Number and Serial Number.
	4. Enters From: Room Number, Department or Cost Center, Employee and Date of Request.
	5. Enters To: Room Number, Department or Cost Center and Receiving Employee.
	6. Signs name with date and forwards to Equipment Custodian.
Equipment Custodian	7. Signs and forwards to the Property Manager.