



**ASSET MANAGEMENT  
POLICIES, PROCEDURES AND FORMS**

<b>AUTHORITY</b>				
<b>Federal</b>	<b>Rev. Statutes</b>	<b>Admin Code</b>	<b>HCSA</b>	<b>HSC</b>

**CITATION:** State Property Control Regulations - Chapter 5 - '501

**PROCEDURE NAME:** Transfer Movable Property

**PURPOSE:** To ensure all necessary paperwork is completed in accordance with State Property Control regulations

<b>RESPONSIBLE PERSON</b>	<b>ACTION STEPS</b>
Property Manager	1. Prepares Transfers in Protégé FA7 and submits electronically to Louisiana Property Assistance Agency.
Louisiana Property Assistance Agency	2. Receives Transfer in Protégé FA7. If approved, sends Transfer to agency that is to receive the property for Property Manager's approval electronically.
Property Manager	3. Receives Transfer with receiving agency's Property Manager approval and acceptance and makes arrangements to have property moved to receiving agency.
	4. Attaches approved Transfer to documentation in file and files in pending file until Transfer Log Form AF-17 is updated. Verifies property records have been updated. Files updated Transfer in closed property records file.