



**ASSET MANAGEMENT
POLICIES, PROCEDURES AND FORMS**

AUTHORITY				
Federal	Rev. Statutes	Admin Code	HCS D	HSC

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

PROCEDURE NAME: Completing Transfers in Protégé FA7

PURPOSE: To ensure Transfers are filled out correctly in accordance with State Property Control regulations

RESPONSIBLE PERSON	ACTION STEPS
Property Manager	<ol style="list-style-type: none"> 1. Receives approval for property to be surplus. 2. Completes Transfer in Protégé FA7. 3. Move Mouse over Transfers tab until drop down box with options: Send, Receive and Search. 4. Indicates Method of Transfer_Send: <ol style="list-style-type: none"> 1. Transfer: Inter-Agency Transfer; 2. Surplus: As-Is / Where-Is, Deliver to LPAA or Picked Up by LPAA; 3. Disposal: Deceased, Dismantled for Parts, Inventory Adjustments, Lost-3rd Yr. Discrepancy, Scrap, Stolen and Trade In; 4. Internal Transfer. <ol style="list-style-type: none"> a. Inter-Agency Transfer - Moving property to another agency b. Inventory Adjustment - Property that was defective and returned to the manufacturer, you would put "returned to vendor-hardcopy to follow." Then you
Property Manager	



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**RESPONSIBLE
PERSON**

ACTION STEPS

- will need to forward all supporting documentation to LPAA.
- c. Trade In - Property that is being traded in for another piece of property (usually Vehicles).
 - d. Dismantle for Parts - Property that agency no longer has need of but can use the parts.
 - e. Lost-3rd Yr. Discrepancy - Property that has not been located for three (3) consecutive years and has been in a dummy location.
 - f. Deceased Livestock - For agencies having livestock and it is deceased.
 - g. Scrap - agency can dispose of property.
 - h. Stolen - removes property from inventory listing indicating stolen (Property Manager must forward a Police Report to LPAA).
5. Transfer_Send_Transfer_Inter-Agency
Transfer: Complete To Agency and Remarks than hit Create button. Next, specify asset number to transfer, To Person and Remarks and hit save button.
- 6 Transfer_Send_Surplus; Select Pickup Type: As / Is Where-Is, Delivered to LPAA or Picked Up by LPAA and make Remarks then hit Create button. Next, specify asset number to surplus, To Person and Remarks and hit Save Button.



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RESPONSIBLE PERSON	ACTION STEPS
Property Manager	<p>7. Transfer_Send_Disposal; Select Method: Deceased, Dismantled for Parts, Inventory Adjustments, Lost-3rd Yr. Discrepancy, Scrap, Stolen or Trade In and make Remarks then hit Create button. Next, specify asset to disposal, To Person and Remarks and hit Save button.</p> <p>8. Transfer Detail Information is included in every transfer created in Protégé FA7 such as: Transfer Number, Creation Date, From Agency, From person, To Agency and Method.</p> <p>9. Transfer are then either approved, disapproved or transfer to another agency. Notification of Transfer status from LPAA is either by e-mail or you can search the Transfer Number.</p>