



**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:		Approved Transfer's		
PURPOSE:		To ensure all approved Transfer's for surplus, transfer, stolen, etc. equipment are updated timely on Protégé FA7 and Transfer Log Form AF-17		

RESPONSIBLE PERSON	ACTION STEPS
Property Manager	<ol style="list-style-type: none"> 1. Receives Transfer for Inter-Agency Transfer with agency's Property Manager approval where equipment is being transferred in Protégé FA7. 2. Attaches Transfer to documentation in file and files in pending file until Transfer is received. Verifies property records have been updated in Protégé FA7 and Transfer Log Form AF-17. Files updated Transfer in closed property records file. 3. Receives approved Transfer for Inventory Adjustment, Not Located or Stolen and notification by email or check status in Protégé FA7. 4. Step 2 is repeated.