



**ASSET MANAGEMENT
POLICIES, PROCEDURES AND FORMS**

AUTHORITY				
Federal	Rev. Statutes	Admin Code	HCS D	HSC

CITATION: State Property Control Regulations - Chapter 3 '305.C

PROCEDURE NAME: Temporary Removal of State Movable Property

PURPOSE: To ensure that all necessary paperwork is on file when movable property is temporarily loaned from one location to another in accordance with Louisiana Property Assistance Agency rules

RESPONSIBLE PERSON	ACTION STEPS
State Employee	1. Completes Request for Temporary of State Movable Property Form AF-14. Forwards form AF-14 to Departmental Manager for signature.
Department Manager	2. Signs Request for Temporary Removal of State Movable Property Form AF-14 and forwards copy to Equipment Custodian.
Equipment Custodian	3. Signs Temporary Removal Form AF-14 and sends copy to the Property Manager.
Property Manager	4. Places copy of Temporary Removal of State Movable Property Form AF-14 in pending file to wait for notification from Equipment Custodian of return of moveable property.
State Employee	5. Informs Equipment Custodian in writing that movable property has been returned to office.



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RESPONSIBLE PERSON	ACTION STEPS
Equipment Custodian	6. Attaches written memo to Temporary Removal of State Movable Property Form AF-14 and physically verifies that movable property has been returned to office. Forwards copy of memo that equipment has been returned to office to the Property Manager with signature of Equipment Custodian.
Property Manager	7. Attaches memo to Temporary Removal of State Movable Property Form AF-14 and files in completed file for property records.