



**ASSET MANAGEMENT
POLICIES, PROCEDURES AND FORMS**

		AUTHORITY		
Federal	Rev. Statutes	Admin Code	HCS	HSC
CITATION:		State Property Control Regulations - Chapter 3 '305.C		
PROCEDURE NAME:		Temporary Removal of State Movable Property Form AF-14 Instructions		
PURPOSE:		To ensure all Movable Property loaned from one location to another is authorized and necessary paperwork is completed		

RESPONSIBLE PERSON	ACTION STEPS
State Employee	1. Enters Department name.
	2. Enters Department Cost Center / Budget Number.
	3. Employee Name and Date of Request.
	4. Enters date equipment is needed and estimated date of return.
	5. List reasons why the equipment must be used off-site.
	6. Enters tag number, description, department that equipment is <u>permanently</u> located in and requested temporary location.
Chief Financial Officer	7. Signature and approval is needed.
Equipment Custodian	8. Signature is needed.
Property Manager	9. Signature is needed with date. Setups tickle file



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RESPONSIBLE PERSON	ACTION STEPS
	date for estimated return date of property to its original location.
State Employee	10. Signature is needed with date of equipment return.
Equipment Custodian	11. Signature is needed with date of equipment return.
Property Manager	12. Signature is needed with completion of cycle with date.