



**ASSET MANAGEMENT  
POLICIES, PROCEDURES AND FORMS**

		<b>AUTHORITY</b>		
<b>Federal</b>	<b>Rev. Statutes</b>	<b>Admin Code</b>	<b>HCS D</b>	<b>HSC</b>
<b>CITATION:</b>		<b>State Property Control Regulations - Chapter 3 '313.F.10</b>		
<b>PROCEDURE NAME:</b>		<b>Relocation of Movable Property Internal</b>		
<b>PURPOSE:</b>		<b>To ensure all necessary paperwork is on file when movable property is relocated internally in accordance with Louisiana Property Assistance Agency rules</b>		

<b>RESPONSIBLE PERSON</b>	<b>ACTION STEPS</b>
State Employee	1. Completes Movable Property Internal Transfer Request Form AF-14. Forwards Form AF-14 to Department Manager for signature.
Department Manager	2. Signs Movable Property Internal Transfer Request Form AF-14 and forwards to the Equipment Custodian.
Equipment Custodian	3. Signs Movable Property Internal Transfer Request Form AF-14 and forwards copy to the Property Manager.
Property Manager	4. Makes changes to Protégé FA7 such as building, floor, room and Cost Center as specified on AF-14.  5. Printout change and checks for accuracy. If correct, files printout with Department Inventory Listing. Sends copy of change to both sending and receiving Department Manager.



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**RESPONSIBLE  
PERSON**

**ACTION STEPS**

Property Manager

6. If printout is not correct, determines error and inputs correct information in Protégé FA7 and start with step 4 again.