

Property Transfer Report [*\(click here to open form\)*](#)

This form is used to report transfers to the local property coordinator. Forms lacking pertinent information or authorized signatures will be returned for completion.

1. Enter all descriptive information for the item as it is listed in the property module. If the information in the property module is incorrect, enter the correct information and note the discrepancy.
2. Transfer information must be completed by both the transferor and transferee.
3. The form must be signed by the director or department head responsible for the property. Transfers must be signed by both the transferor and transferee.
4. Submit the completed report to the campus property coordinator.

Property Disposal Authorization [*\(click here to open form\)*](#)

This form must be used to obtain authorization from the chief procurement officer or authorized designee for all property disposals' involving sale outside the university system. It is also used as a notification to property coordinators for updating the property records after final disposition has been made. For large quantities of items that are being disposed of using the same method, submit the form with a list of the items containing the descriptive information requested on the face of the form.

1. Enter all descriptive information for the item as it is listed in the property module. If the information in the property module is incorrect, enter the correct information and note the discrepancy.
2. Answer "yes" or "no" to the question, "was equipment acquired by donation less than two years ago?" If yes, then an IRS form 8282 must be filed by the responsible department and submitted to the Statewide Fund Accounting Office, to show that equipment donated less than two years ago is no longer being used and is surplus.
3. Answer "yes" or "no" to the questions regarding federal funding and ownership. If the property is federally owned, you must attach a copy of the disposal authorization from the sponsoring agency.
4. The condition of the property must be noted.
5. List the method used to offer the property to other university departments.
6. Enter the proposed date and method of disposal.
7. The form must be signed by the director or department head responsible for the equipment.
8. Forms lacking pertinent information or signature will be returned for completion.
9. Send the form to your campus property coordinator. The campus property coordinator will submit the form to the appropriate office for authorization by the Chief Procurement Officer or authorized designee.
10. After authorization has been granted (or denied), the form will be returned to the departmental property coordinator.
11. When the sale has been finalized and final disposition of the equipment is known, complete the "final disposition" section.
12. Submit the form to the campus property coordinator. The campus property coordinator will update the property records.

Property Destruction Authorization & Certification [\(click here to open form\)](#)

This form must be used to obtain authorization from the Chief Procurement Officer or authorized designee for all items to be scrapped. It is also used as a notification to property coordinators for updating the property records after final disposition has been made. The list must contain the descriptive information requested on the face of the form.

1. The departmental property custodian will complete the top section of the report and list the items to be scrapped. For large quantities of items, you may attach a list of the items provided the list contains the information requested on the face of the form.
2. The Director/Department Head shall approve, sign, and date the form.
3. Send the form to your campus property coordinator.
4. The campus property coordinator will submit the form the Chief Procurement Officer or authorized designee for approval.
5. After authorization has been granted (or denied), the form will be returned to the departmental property coordinator.
6. At the time of the disposal, the form must be signed by a University representative disposing of the items. If the property is classified as controlled or sensitive, a second signature by another University representative witnessing the disposal is required.
7. Submit the form to your campus property coordinator. The campus property coordinator will update the property records.

Report Stolen, or Unlocated Property [\(click here to open form\)](#)

This form is used to report stolen or unlocated property to the campus property coordinator. Equipment not found during a scanned physical inventory is classified as unlocated, in turn; the responsible department must complete an unlocated report.

1. Enter all descriptive information for the item as it is listed in the property module.
2. Answer "yes" or "no" to the questions regarding federal funding and ownership. If the property is federally owned, you must attach a copy of the notification submitted to the sponsoring agency.
3. Fill out appropriate information and attach documentation if necessary
4. Forms lacking pertinent information will be returned for completion.
5. The form must be signed by the director or department head responsible for the property. Forms lacking signature will be returned. Submit the form to your local property coordinator.

Vehicle Sale / Disposal Report [\(click here to open form\)](#)

This form is used to notify Statewide Property of vehicle disposal's after approved disposal has been completed, so title to the vehicle can be released to the buyer. The form should be sent by the campus property coordinator to the Statewide Property Office with the license plates, a copy of the Property Disposal Authorization, and a copy of the proof of sale.

Certification of Screening [*\(click here to open form\)*](#)

This form is used for screening existing property prior to the acquisition of federally funded property.

1. Enter the Campus and department information
2. Enter the purchase requisition number, the contract or grant number, and descriptive information of the property on the form.
3. Submit the form to the appropriate property office for processing.
4. This form may be substituted by a stamp on the purchase requisition providing that it contains the required information.

Authorization For Off Campus Use of University Equipment [*\(click here to open form\)*](#)

This form must be completed for each item of property that is removed from campus. Complete all requested information and obtain an authorization signature. The original form will be retained by the employee removing the property. Copies will be retained by the person authorizing the form and by the office where the property is normally kept. Equipment removed off campus designated facilities by an employee without property authorization on file may be held liable for damage or theft of University equipment.

Physical Inventory Certification [*\(click here to open form\)*](#)

The certification form must be completed by each department responsible for university equipment. This form requires signature from the University employee conducting the inventory and also from the University department director. Upon completion of this form, the signed original must be submitted to the appropriate campus property coordinator. Upon receipt of this form, the departmental inventory will be considered final.

Fixed Asset Entry Information [*\(click here to open form\)*](#)

This form is used to report the information that was entered into the fixed asset module in BANNER. This form is used by Statewide to balance the expenditure side to the fixed asset module. This form is used for additions, updates, and deletions.

Fill in the date, user id, and campus code. The only information needed is the tag number, reference number from the reconciliation, the proper addition or delete. Comment field is used to explain something unusual with the line item. This form will automatically add the columns for additions and deletions, the total will move to the top of the form. You no longer need to separate creates from updates or deletions.

If items offset each other just leave the Tag number blank and enter the appropriate reference code and enter the amount in the proper column(s). The comment can be entered as OFFSET, but that is not necessary.

TRANSFERS to/from other campuses must be done a separate form.
Complete the form and fax it to the Statewide property officer at 907-450-8051.

Fixed Asset Vehicle Create [*\(click here to open form\)*](#)

This form is used by the Statewide property officer only to set up vehicle items.