



PROPERTY TRANSFER PROCESS

Purpose: The Property Inventory Department is responsible for the proper and timely transfer of any tagged items from one location to another.


Objective: The objective is to properly transfer any asset(s) and maintain an updated inventory location of those assets.

Process:

1. The requestor will identify the asset(s) to be transferred. (Click the link below for the transfer form)

[Property Transfer Form.pdf \(laredo.edu\)](#)

2. The requestor fills out and completes the transfer form.




Laredo College
PROPERTY TRANSFER FORM

Property Inventory Control No.

FROM:	DEPARTMENT NAME:	ORG #	BUILDING NAME	ROOM #:
TO:	DEPARTMENT NAME:	ORG #	BUILDING NAME	ROOM #:
TRANSFER REASON:				

Example:



Laredo College
PROPERTY TRANSFER FORM

Property Inventory Control No.

FROM:	DEPARTMENT NAME: CLASS	ORG # 473001	BUILDING NAME YL	ROOM #: 123
TO:	DEPARTMENT NAME: CLASS	ORG # 473002	BUILDING NAME ZL	ROOM #: 208
TRANSFER REASON:	Academic Success Coach and Tutors will use the TV to tutor students with the same technology available at the Main Campus			

- *Departments must include the department name, building name, room #, and transfer reason.* (Click the link below for a list of buildings and department codes)

[Copy of Department List of org codes 10-18-22.pdf \(laredo.edu\)](#)

[LIST OF BUILDINGS.pdf \(laredo.edu\)](#)

- **Do not indicate “office or storage room, etc.” as a room #.** You need to specify the room #. If you are not sure of the room # please contact the property inventory staff for clarification.
- Department personnel is responsible for making sure that the asset has a ptag # and will need to include and identify it in the transfer form.
 - Example of a ptag #: 78888, FP23457 (grants), S12345 (South)
 - Please make sure “FP” or “S” is included as part of the ptag #.
 - Include the model and serial # if applicable.
 - If the asset does not have a ptag #, please indicate “no tag”
- Department personnel must include if applicable the model and Serial # of the asset(s) being transferred.

TAG NO.	DESCRIPTION	MODEL #	SERIAL #
FP25980	75" Interactive TV monitor Clear Touch	6075KT	40220616000120

3. The requestor will complete the form, sign it, and obtain all necessary signature approvals. (*The requestor cannot be the director who is approving the transfer.*)

Example:

REQUESTED BY:	Ralph Rodriguez	Digitally signed by Ralph Rodriguez Date: 2023.02.27 16:56:35 -06'00'
DIRECTOR:	Albert Chavez Jr	Digitally signed by Albert Chavez Jr DN: cn=Albert Chavez Jr, o=Laredo College, ou=Information Technology, email=albert.chavez@laredo.edu, c=US Reason: I am approving this document Date: 2023.02.28 08:13:27-0600' File PDF Editor Version: 18.0.0
DEAN/CHAIR: (if applicable)		

4. The requestor will email the signed transfer form to the property inventory department.

- Please email all approved signed disposal forms to propertyinventory@laredo.edu

5. If the transfer form is not approved by the Department Director, then the Property Inventory department will notify the department requestor of the denial and why.

6. The property inventory department will go to the location with a copy of the signed Property Transfer form and verify that the information on the transfer form matches the asset(s) being transferred.

- Only items that are identified in the transfer form will be transferred.
 - i. Department personnel will need to create a new transfer form for any additional assets.
 - ii. No personal items will be transferred.
- For bookshelves, file cabinets, and desks all assets must be emptied before the scheduled move.

7. If approved, then the department requestor will be advised by email on how and when the Property Inventory department will schedule the removal of the asset(s).

8. If the department is conducting the transfer of the asset, they need to submit the signed transfer form with the section (**Received** by signing and emailing it to the property inventory department. Indicate transfer is complete).

TRANSFERS CONDUCTED BY DEPARTMENT			
RECEIVED BY:		DATE	

9. If an employee is getting a laptop, tablet, iPad, cellphone, or another asset to work remotely. They need to email a copy of a signed loan agreement form to the property inventory department. (click below for the loan form)

[loan agreement to employeeStudent 02 21 2023.pdf \(laredo.edu\)](#)

- The Department Director is responsible for making sure the employee signs a loan form and emails a copy of the signed form with both the employee's and supervisor's signature to the property inventory dept.
- Include the **employee's PID #** on the loan form.

FROM:	DEPARTMENT NAME: INFORMATION TECHNOLOGY	ORG # 305001	BUILDING NAME MARTIN BUILDING	ROOM #: 120
TO:	DEPARTMENT NAME: CHEMISTRY	ORG # 428042	BUILDING NAME AAC	ROOM #: 175
TRANSFER REASON	WORKSTATION REPLACEMENT FOR DR. QINGGUO MENG.			

*ALL FILE CABINETS, BOOKSHELVES, AND DESKS MUST BE EMPTIED BEFORE THE SCHEDULED MOVE.
*NO PERSONAL ITEMS WILL BE MOVED.
*PLEASE EMAIL ALL TRANSFER FORMS TO: propertyinventory@laredo.edu

TAG NO.	DESCRIPTION	MODEL #	SERIAL #
FP24934	DELL LAPTOP	LATITUDE 5420	B3C9593
NOTAG	DELL DOCK	WD19	DJL5G23
	DELL WIRELESS KEYBOARD & MOUSE		
	LAST ITEM		

10. The Property Inventory department will verify the tags, execute the transfer request, and sign the transfer form once complete.

11. The Property Inventory department will update the new location of the asset in the Banner Fixed Assets system.

- *If the asset is assigned to an employee, we will identify the asset in our Banner fixed asset system as assigned to the particular employee.*

Example:

Asset Transfer To

COA To	L	Laredo Community College
Orgn To	100101	General Institutional - M
Locn To	PP121	Physical Plant
Grant To		
Custodian To		Mendiola, Mary J.
Multiple Phone		

- *It is the responsibility of the department to email the Property Inventory department with a copy of the signed loan form if the asset is being returned by the employee.*
 - * **The asset will be assigned to the employee in our banner system unless we receive notification that the item was returned to the department.**

<i>Acknowledgement of Loan Property Returned Only:</i>	
<input type="checkbox"/>	<i>I hereby certify that the above assets have been returned back to the department in the condition that they were received.</i>
Borrower Signature: _____	Date Signed: _____
<input type="checkbox"/>	<i>I hereby certify that the above assets have been returned back to the department by the borrower on this loan agreement form.</i>
Supervisor Signature: _____	Date Signed: _____

12. The Property Inventory department files and retains a copy of the transfer in the property inventory shared folder for record keeping.