



## WAREHOUSE TRANSFER PROCESS

**Purpose:** The Property Inventory Department is responsible for the transfer of all obsolete equipment from departments to the warehouses.

**Objective:** The objective is to track all warehouse transfers; properly dispose of any old, obsolete, or damaged assets, and remove them from our active inventory.

**Process:**

1. Department requestor will identify the asset(s) to be disposed. (click the link below for the disposal form)

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

2. The requestor will fill out and complete the warehouse disposal form.

**Laredo College**  
WAREHOUSE TRANSFER FORM

Property Inventory Control No.

FROM:	DEPARTMENT NAME:	ORG #	BUILDING NAME:	ROOM #:
TO:	WAREHOUSE		org code: 304063	
TRANSFER REASON				

Example:

**Laredo College**  
WAREHOUSE TRANSFER FORM

Property Inventory Control No.

FROM:	DEPARTMENT NAME:	ORG #	BUILDING NAME:	ROOM #:
	P5/P6		PY	105
TO:	WAREHOUSE		org code: 304063	
TRANSFER REASON	obsolete furniture			

- 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 \(laredo.edu\)](#)

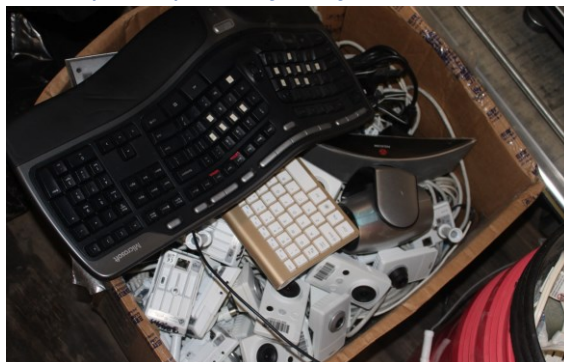
[LIST OF BUILDINGS.pdf \(laredo.edu\)](#)

- Department personnel is responsible for making sure if the asset has a ptag # will need to include and identify it in the disposal form.

- *Example of a ptag#: 78888, FP23457 (grants), S12345 (South)*
  1. *Please make sure “FP” or “S” is included as part of the ptag #.*
  2. *If the asset does not have a ptag #, please indicate “no tag”*
- *Department personnel will need to include the serial #, if applicable.*
- *Department personnel will need to identify if the asset is working or not.*

TAG NO.	DESCRIPTION AND IF ASSET IS NOT WORKING (GIVE BRIEF EXPLANATION)	SERIAL #	CONDITION (Working or not Working)
	Scantron machine	Serial #: K-17342	working
S11085	Avaya Conference phone	Serial#18WZ323000FW	working

- *Department personnel will need to make sure all power cords, cables, keyboards, etc., are tied down and organized in a box. Property inventory staff will not pick up transfers if items are not secured and organized.*



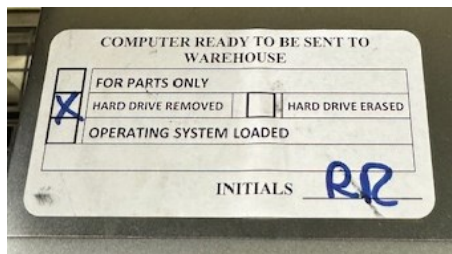
3. If the asset is a telecom item, then the requestor will need to notify the Information Technology Department for review and if required, disposal approval before it is processed to the Property Inventory department.

- *For all CPUs, laptops, tablets, and iPads the I.T. department will need to sign off the property transfer form.*

<i>FOR INFORMATION TECHNOLOGY DEPT USE</i>	
DBAN BY: I.T. TECHNICIAN	Christian Cisneros Digitally signed by Christian Cisneros Date: 2023.12.19 12:30:14 -06'00'
I.T. REMARKS:	PC/LAPTOPS HAVE BEEN DBAN'D.

*Example*

- *The I.T. department will place a sticker on the asset that it was dban.*
  - ★ *Assets will not be transferred if it is missing the dban sticker and/if the signature is missing.*



- All cellphones will also need to be reset to factory mode and I.T. will need to sign off on the transfer form as well.
- Transfer will not be scheduled until the I.T. department signs off on assets being sent to the warehouse if it needs to be dban.

4. 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)

REQUESTED BY:	Sandra Rodriguez	Digitally signed by Sandra Rodriguez Date: 2024.06.27 12:23:15 -05'00'
DIRECTOR:	Dr. Esmeralda Vargas	Digitally signed by Dr. Esmeralda Vargas Date: 2024.07.08 17:41:40 -05'00'
DEANCHAIR: (if applicable)	Dr. Esmeralda Vargas	Digitally signed by Dr. Esmeralda Vargas Date: 2024.07.08 17:41:52 -05'00'

**FOR INFORMATION TECHNOLOGY DEPT USE**

5. If the warehouse disposal form is not approved by the Department Director, then the Property Inventory department will notify the department requestor of the denial and why.
6. If the asset was assigned to an employee to work remotely, please email a copy of the signed loan form that the item was turned in by the employee as part of the warehouse disposal form process.

***Acknowledgement of Loan Property Returned Only:***

I hereby certify that the above assets have been returned back to the department in the condition that they were received.

Borrower Signature: \_\_\_\_\_ Date Signed: \_\_\_\_\_

I hereby certify that the above assets have been returned back to the department by the borrower on this loan agreement form.

Supervisor Signature: \_\_\_\_\_ Date Signed: \_\_\_\_\_

7. The requestor will email the signed warehouse disposal form to the property inventory department.
- Please email all approved signed disposal forms to [propertyinventory@laredo.edu](mailto:propertyinventory@laredo.edu)

8. The property inventory department will go to the location with a copy of the signed Property Disposal form and verify that the information on the disposal form matches the asset(s) being disposed of.
  - *Only items that are identified in the warehouse disposal form will be transferred.*
    - *Department personnel will need to create a new warehouse disposal form for any additional assets.*
    - *No personal items will be transferred.*
  - *For bookshelves, file cabinets, and desks all assets must be emptied before the scheduled move.*
9. If approved, then the department requestor will be advised on how and when the Property Inventory department will schedule the removal of the asset(s).
10. The Property Inventory department will verify the tags, execute the transfer request, and sign the disposal form once complete.
  - *Property Inventory staff will need to post a sticker or label on the asset if it is damaged once it gets to the warehouse.*
11. The Property Inventory department will update the new location of the asset in the Banner Fixed Assets system.
12. The Property Inventory Department will then if applicable, forward a signed Disposal form to the Vice President of Finance for signature approval to dispose of old, or damaged assets from the warehouses.

**LAREDO COLLEGE  
PROPERTY INVENTORY DEPARTMENT  
DISPOSAL FORM**

Example:

	Picture #	PTAG#	DESCRIPTION
1		NO TAG	BROWN PANASONIC PENCIL SHARPENER

Property Inventory Manager Name:	<b>MARY J. MENDIOLA</b>
Signature/Date:	Mary J. Mendiola <small>Digitally signed by Mary J. Mendiola Date: 2024.06.21 10:56:56 -05'00'</small>
Vice President of Finance:	<b>Cesar Vela, CPA</b>
Signature/Date:	Cesar Vela <small>Digitally signed by Cesar Vela Date: 2024.06.24 08:39:22 -05'00'</small>

- *Assets will be disposed of and removed from the inventory system if they have a ptag #.*
  - *Assets that are taken as scrap metal for recycling will be scheduled and all checks will be sent to the Finance department for deposit to account.*
  - *The Property Inventory department will then email the accounting department copies of the checks for quarterly reporting.*
13. Once the disposal is complete, the Property Inventory staff will dispose of the assets in the Banner Fixed Assets system.

14. The Property Inventory department files and retains the warehouse disposal form in the property inventory shared folder for record keeping.