

MCNEESE STATE UNIVERSITY
EQUIPMENT INVENTORY ACTION REQUEST

Exhibit 1 Property Control Form 1 Rev. October 2004

DEPARTMENT NAME _____

DEPARTMENT NUMBER _____ DATE _____

INSTRUCTIONS: MARK 'X' IN APPROPRIATE BOX BELOW FOR TYPE OF ACTION REQUESTED, AND PROVIDE ALL OTHER INFORMATION AS REQUIRED. ATTACH CONTINUATION SHEET IF NEEDED. REFER TO UNIVERSITY BUSINESS OFFICE POLICIES AND PROCEDURES REGARDING MOVABLE PROPERTY.

<input type="checkbox"/> *DEPARTMENT TRANSFER OR ACCT CODE CHANGE <input type="checkbox"/> TRANSFER TO SURPLUS (Indicate condition below in COMMENTS) <input type="checkbox"/> DISMANTLE FOR PARTS (Requires approval of this form) <input type="checkbox"/> NEW TAG NO. REQUIRED	<input type="checkbox"/> SCRAP (Requires approval of this form) <input type="checkbox"/> RECEIPT OF GIFT OR DONATION (Must indicate value of item) <input type="checkbox"/> THEFT REPORT (Must attach police report) <input type="checkbox"/> OTHER _____ (Explain in comments section)
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ITEM/DESCRIPTION	TAG NO.	CURRENT LOCATION	* NEW LOCATION (FOR DEPT. TRANSFERS ONLY)

COMMENTS _____

IF DEPARTMENT OR ACCOUNT CODE CHANGE FROM _____ ACCT CODE _____ TO _____ ACCT CODE _____	BY DEPT. RECEIVING TRANSFERRED ITEM(S) _____
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DEPARTMENT RENDERING REQUEST: _____ Signature-Dept. Head or Property Custodian _____ Type/Print Name	FOR PROPERTY CONTROL USE ONLY DATE OF PICKUP _____ SCRAP TRANSFER TO STATE TRANSFER NUMBER _____
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PROPERTY CONTROL EXHIBIT 1

This form **must be completed prior** to disposing or transferring of any property item. Please indicate the disposition type being requested by marking the appropriate box. A description of the item along with the location and property tag number, if applicable, must also be included. The comment section of the form is to be used to indicate the condition of the item. This form will be forwarded to custodial services for items that need to be moved or transferred. Requests concerning the dismantling of equipment will be forwarded to the Louisiana Property Assistance Agency for approval. Once approved the department making the request will be notified so that the dismantling for parts can take place. Property items **must not** be dismantled until such disposition requests are approved. Audits are conducted to assure that this type of action is not taking place. If it is detected that items are being dismantled, or disposed of improperly a non-compliance letter will be placed in a file. The contents of this file will be reported to the President's office.