

PROPERTY TRANSFER PROCEDURE

The following procedure describes and explains the actions to be taken by school personnel whenever school property needs to be transferred. The procedure is intended to simplify the process and to provide the mechanism for accounting and controlling the movement of school property.

**STEP 1 OBTAIN PROPERTY TRANSFER FORM NO. 200**

Initiate the transfer process by obtaining PROPERTY TRANSFER FORM NO. 200 from the Fixed Asset Specialist (Telephone 527-5986).

1. Obtain separate forms for listing U-Usable, NU-Not Usable, and BF-Non Bar Coded Broken Furniture property.

**STEP 2 FILL OUT FORM NO. 200**

1. State information at top of form.
2. Type or print in the spaces provided a complete description of the property to be transferred, and if applicable, provide inventory property numbers, brand names, model numbers, serial numbers, and cost of the items.
3. IDENTIFY REQUEST CODE OF PROPERTY
  - U-USABLE- Property that is in operating condition or can still be used.
  - NU-NOT USABLE- Property that is broken, obsolete, or is otherwise no longer usable.
  - T-TRANSFER- Property that is being transferred to another LCPS location.
  - P-PARTS- Property that has been dismantled and used for parts. **Bar code must be removed and attached to the transfer form to be sent to the Finance Office.**
  - NBC-NO BAR CODE- Property that is not bar coded and not broken.
  - BF-NON BAR CODED BROKEN FURNITURE- Furniture that is not bar coded and beyond repair.
4. If bar coded computer processors are included as discarded items, then the assigned computer technician must certify that the hard drives have been removed **at the site before forwarding to Finance.**
5. If any of the required information is not available in your records or from the Fixed Asset System, a N/A reference must be indicated in the appropriate column of Form No. 200.
6. Property shall be in one designated area sorted by request code prior to Warehouse pick-up.
7. School Principals/Administrative Authorities must sign and date the form in the space next to the phrase "Signature of Principal/Administrator Requesting Transfer" at the top of the form. **(INCOMPLETE/INACCURTE FORMS WILL BE RETURNED FOR CORRECTION.)**

**STEP 3 PROCESS FORM NO. 200 TO FINANCE OFFICE**

1. Remove the goldenrod copy and send/deliver the form to the Fixed Asset Specialist in the Finance Office.
2. The Fixed Asset Specialist will verify that the item being transferred does belong to the transferring site and also that the barcode matches the item description. The form is then forwarded to the Warehouse Foreman.

**STEP 4 RELEASING PROPERTY**

1. Personnel assigned to pick up property will possess an authorized FORM NO. 200 that identifies the property that will be transferred out.
2. Principal/Administrator or designated site personnel shall verify property that has been picked up by typing or printing his/her name, signing and dating the form in the space provided next to the phrase "Signature of Principal/Administrator or Designee Releasing Equipment" at the bottom of FORM NO. 200.
3. Warehouse Personnel/Pick-up Person shall verify the items picked up by typing or printing his/her name, signing and dating the form in the space provided next to the phrase "Signature of Delivery or Pick-up Person" at the bottom of FORM NO. 200. Warehouse Personnel/Pick-up Person will distribute the **pink** copy of the signed FORM NO. 200 to the **releasing** location. The releasing location must retain the pink copy (replaces the goldenrod copy) with their inventory records.

**STEP 5 RECEIVING PROPERTY**

1. Personnel receiving transferred property must verify delivery of the property, by printing or typing his/her name, signing and dating at the bottom of the related FORM NO. 200 in the space provided next to the phrase "Signature of Principal/Administrator or Designee Receiving Equipment."
2. Warehouse Personnel/Pick-up Person will distribute the **yellow** copy of the signed FORM NO. 200 to the **receiving** location. The receiving location must retain the yellow copy with their inventory records.

**STEP 6 FINAL PROCESSING**

1. Warehouse Personnel/Pick-up Person will forward the **white** copy of the signed and completed FORM NO. 200 to the Fixed Asset Specialist in the Finance Office.
2. The Property Transfer Form will be processed through the Fixed Asset System.
3. One copy of the completed Property Transfer from will be filed in both the releasing and receiving locations file.