

## Procedures for Picking Up Fixed Assets

### Step 1

The fixed asset transfer form (obtained via district website or financial manual) is completed by school/department and sent to Risk and Property Manager.

### Step 2

Risk and Property Manager forwards transfer form to Procurement Specialist.

### Step 3

The employee(s) assigned to pick up the equipment will speak with the **Fixed Asset Contact** at the school/department to locate the items being transferred.

### Step 4

Only those items that are listed on the transfer form can be transferred/moved. Any items listed on the transfer form that cannot be located will be noted on the form. Therefore, these items will not be removed from your inventory.

### Reminder

\*Disposal forms should only be used in cases when equipment is stolen or destroyed (i.e. fire, hurricane, etc). Please use transfer forms for all other equipment, regardless of whether you believe it is in working order. The Procurement Specialist must make all decisions on whether an item is completely worthless.