

# Property Control System Manual (PCS)

## PCS 207: Transfers of Capital Equipment to the University

Effective: 3/1/1984

Revised: 3/1/2024

### Purpose

To identify and record capital equipment transferred from other institutions and agencies to the university

### Policy

Departments must notify Capital Asset Management (CAM) of capital equipment transfers from another institution or agency to ASU. Unless otherwise stated, the capital equipment becomes ASU property and title of the capital equipment vests with the university at the time of the transfer. Departments are responsible for maintaining the capital equipment and eventual disposition should be through surplus.

At the time of transfer, departments should provide to CAM a list of the capital equipment including an appraised or estimated value for each item. CAM is responsible for recording the capital equipment in Workday and tagging the capital equipment for tracking purposes as appropriate.

### Exception

Gifts and donations

### Cross-Reference

For information on gifts and donations to the university, see [PCS 206](#), "Acceptance of Property, Gifts, and Donations to the University"

For information regarding the handling of Government Furnished Equipment (GFE) see [PCS 204](#) "Government-Furnished Equipment"