

Property Control System Manual (PCS)

PCS 207: Transfers of Equipment to the University

Effective: 3/1/1984

Revised: 3/1/2021

Purpose

To identify and record equipment transferred from other institutions and agencies

Policy

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

At the time of transfer, departments should provide to CAM a list of the equipment including an appraised or estimated value for each item. Capital Asset Management (CAM) is responsible for recording the equipment in Workday and tagging the 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"