

# Property Control System Manual (PCS)

## PCS 210: Capital Equipment Relocation and Sales within the University

Effective: 1/27/1993

Revised: 3/1/2024

### Purpose

To keep track of capital equipment relocated within the same department or transferring/sold between university departments.

### Source

Financial Services

### Policy

Departments moving [capital equipment](#) from building to building or from room to room should update the asset location in Asset Works.

When capital equipment is transferred between departments, notify Capital Asset Management (CAM) at [property-q@asu.edu](mailto:property-q@asu.edu) with the updated cost center and location. Additionally, in situations where a department is purchasing [capital equipment](#) from another department, a journal should be completed using the appropriate spend category crediting and debiting the releasing and receiving departments respectively. ASU property control number(s) should be referenced in the memo line of the journal. Contact CAM at [property-q@asu.edu](mailto:property-q@asu.edu) for more information.

### Additional Information

For information on revenue codes and expenditure codes, see the [Financial Services, Financial References Web page](#).

### Cross-Reference

For information about capital equipment specifically acquired for resale, see [PCS 209](#), "Acquisition of Equipment for Resale."