

# Property Control System Manual (PCS)

## PCS 1007: Return of Equipment Loaned to ASU

Effective: 3/1/1984

Revised: 8/1/2021

### **Purpose**

To properly return capital equipment loaned or on demonstration to ASU

### **Policy**

Department personnel wishing to return capital equipment on loan or demonstration to the lender must contact Capital Asset Management (CAM) before taking further action.

CAM should verify equipment ownership and provide any necessary forms or disposition instructions prior to the department returning the equipment to the lender. Once the equipment is returned, CAM will dispose of the equipment in Workday.

### **Cross-Reference**

For more information on the university guidelines for accounting for equipment on loan or demonstration, see: [PCS 213](#), "Loaned Equipment"