

**Department of Children's Services**  
**INSTRUCTIONS FOR USE OF FORM**  
**CS-0349**  
**Transfer of State Equipment**

**Prior to completion of this form, review the attached procedures for transfer of non-computer equipment and computer equipment.**

- **Date:** The date the request for transfer was submitted to the Property Officer or Asset Management.
  
- 1. **Requester:** Person responsible for initiating move.
  
- 2. **Reason for Transfer:** Examples are: "office closing" or "training location moved".
  
- 3. **Type of Equipment:** Items to be moved, such as "VCR", "TV", "Desktop", "Printer", etc.
  
- 4. **Brand Name and Serial Number:** Manufacturer information that is recorded in Edison. Property Officers can confirm this information through Edison Asset screens.
  
- 5. **Current Location:** Where item is currently located. County, Building, Edison Location and Building Names as recorded in Edison.
  
- 6. **New Location:** Where item is to be transferred. County, Building, Edison Location and Building Names as recorded in Edison.
  
- 7. **DSE Responsible for Transport:** The DSE who accepts responsibility for the item while it is being moved. This field is only to be used if the equipment is computer-related.
  
- 8. **Designated Recipient at New Location:** Individual who is assigned the equipment at the new location.

**Asset Management Review:** This line is for the transfer of computers and computer-related equipment that is managed by the DCS Information Systems Division. Asset Management reviews the accuracy of the form and initials this line before forwarding to the Property Officer Group.

## **PROCEDURES FOR TRANSFER OF NON-COMPUTER EQUIPMENT**

These procedures are required for the movement of any tagged items, including transfers taking place within the same region or institution. All requests for transfers have to first be approved by the Property Officer of the Region, Institution or Central Office where the item is located. Obtaining this approval is the responsibility of the Unit Supervisor requesting the move. Each Property Officer will maintain a file of all such requests. The individual moving the item will be responsible for the following:

1. Obtaining approval from their local Property Officer before movement of the item.
2. Obtaining a signature from the individual receiving the item at the new location.
3. Forwarding the completed form to the Property Officer of the Region or Institution to which the item is transferred.

The Property Officer of the receiving Region will be responsible for keeping the completed original Form, and for sending to the Departmental Property Officer a copy of all Transfer Forms for all **non-computer equipment** moves. The Institutional Property Officer will handle internal Institutional transfers. Transfer forms for strictly internal Institutional transfers will remain at the Institution.

**FOR DETAILED INFORMATION ABOUT COMPUTER EQUIPMENT TRANSFERS, PLEASE SEE INSTRUCTIONS ON THE FOLLOWING PAGE. THIS INCLUDES DESKTOP AND LAPTOP COMPUTERS, PRINTERS, SCANNERS AND ANY OTHER EQUIPMENT THAT IS MANAGED BY INFORMATION SYSTEMS.**

## **PROCEDURES FOR THE TRANSFER OF COMPUTER EQUIPMENT**

**Scope:** *“Computer Equipment” means desktop or laptop computers, printers, scanners and any other computer-related equipment.* In an effort to further improve control concerning the movement of computer equipment, the following process should be followed:

1. All moves for computer-related equipment must be approved by DCS Information Systems, Asset Management Division. Regional and Institutional requests must be made through the Regional or Institutional Property Officers in accordance with DCS Policy ***7.6 Assignment of Computers and Related Equipment***. Central Office staff can request the moves directly to Asset Management.
2. Once approved Asset Management will initiate the process and assign the move to a Desktop Service Engineer (DSE). **NO COMPUTER-RELATED EQUIPMENT SHOULD BE MOVED EXCEPT BY A DESKTOP SERVICE ENGINEER.**
3. Once Asset Management approval has been given to the Property Officer or Central Office staff, the Transfer of State Equipment Form, (CS-0349) must be initiated. This can be done by the Regional or Institutional Property Officer or the original requester, such as a unit supervisor. Asset Management will initiate any forms involving a Central Office move. At

this time the requester completes all areas of **sections 1 through 6 on the Transfer of State Equipment Forms (CS-0349) and tag number of equipment in the upper right corner.**

4. The completed form (sections 1-6) must be left with the equipment that is targeted to move or sent directly to the local DSE responsible for the move.
5. The DSE reviews the Transfer of State Equipment Form (CS-0349) for completion (through section 6). Once this has occurred, the DSE will complete **section 7** on the Form, place the **Remedy Case number** at the top of the Form and move the requested computer equipment.
6. The Designated Recipient who is receiving the new equipment will fully complete all areas of **section 8** on the *Transfer of State Equipment Form (CS-0349)*, acknowledging receipt of the new computer equipment. This must be the person who is assigned the computer equipment. The Unit Supervisor may sign for the Designated Recipient, but the Employee Name, EI Number and Telephone Number must belong to the person who is assigned the equipment. **If it is a Networked Printer or Scanner, the DSE should note "Network" in section 8. If it is a Functional Computer, then note the name of the function (i.e. "Download", "Point of Presence", etc.) in section 8.**
7. When the move is completed, the DSE will attach the scanned form to the **Remedy Case** and assign the case back to Asset Management. Asset Management will print the forms, review for completeness and accuracy, initial the "Asset Management Review" line at the bottom of the form and update the Remedy database with the new information.
8. Asset Management will gather all forms, scan them into one file and e-mail the file to a Property Officer Group on a weekly basis. The Property Officer Group will be made up of the Departmental Property Officer, the Regional and Institutional Property Officers and their back-ups.
9. The Departmental Property Officer will update Edison with asset location changes for any equipment moved within or to the Regions or Central Office. The Institutional Property Officers will update Edison with asset location changes for any equipment moved within or to their Institution.