



### 6.3.7 Equipment Moves

Chapter 6 - Fiscal	Original Effective Date: May 2000
Section: 6.3 Property Control	Date Last Reviewed: July 2010
Responsible Entity: Assistant Vice President for Business Affairs	Date Last Revised: July 2010

#### I. Purpose

To establish the procedure for requesting any equipment moves at UT Health San Antonio.

#### II. Scope

This policy applies to property being moved by personnel from Housekeeping.

#### III. Policy

##### A. Procedures

Prior to having property moved by personnel from Housekeeping, a [Service Request Form](#) (SRF) through Facilities Management’s Web site must be completed. Facilities Management will forward a copy of the SRF to Property Control to update property records.

##### B. Moves to VA

Property being moved to the Audie L. Murphy Memorial Veterans Hospital from UT Health San Antonio must have a VA approval letter attached to the SRF. The VA approval letter may be obtained by contacting the Chief of Supply Service at the Audie L. Murphy Memorial Veterans’ Hospital.

#### IV. Definitions

*There are no defined terms used in this Policy.*

#### V. Related References

*There are no related documents associated with this Policy.*

**VI. Review and Approval History**

- A. The approving authority of this policy is the University Executive Committee.
- B. The review frequency cycle is set for three years following the last review date, a time period that is not mandated by regulatory, accreditation, or other authority.

<b>Effective Date</b>	<b>Action Taken</b>	<b>Approved By</b>	<b>Date Approved</b>
<b>05/2000</b>	Policy Origination		
<b>07/2010</b>	Policy Revision		