



I. 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

II. Purpose

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

III. Scope

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

IV. 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.

V. Definitions

There are no defined terms used in this Policy.

VI. Related References

There are no related documents associated with this Policy.

VII. Review and Approval History

The approving authority of this policy is the University Executive Committee.

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