

## **Policy for Moving any Equipment/Inventory**

If you let anyone take a computer, printer, etc. that is listed on our campus inventory to any location and for any purpose, you must create a Moving Request before it leaves the room. Have the person who is moving/taking it sign, date and time stamp the Moving Request before it is moved. Any equipment that moves from its listed location with Asset Management must have a Moving Request created and faxed to Kevin Doyle and a copy faxed or brought to Cheryl Wilson before it is relocated for any purpose.

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