

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 for repair, you must create a **Department of Medicine Equipment Tracking Form**, found on our Policies and Procedures page:

<http://www.mcg.edu/som/medicine/documents/DOMEquipmentTracking.pdf>

Have the person who is moving/taking it sign, date and time stamp the form before it is moved. Once the equipment is returned, you can discard the form.

Any equipment that is surplus or physically moved **by Moving Services** 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.

If you are just **transferring** equipment between sections in our department or to other departments and **NOT using Moving Services** for this transfer, you can just **email Kevin Doyle** and cc all parties involved without using a Moving Request. **FYI**- cc Mike Holley, Cheryl Wilson, and all assistant property control officers involved in the move/transfer.

Revised 7-14-08 csw