



Location/Room Changes Procedure

Procedure #: 110.8

Rev.: 0

Effective Date: January 1, 2017

Related Policy: [Capital Equipment Policy](#)

Functional Owner: Property Control, Business Services

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I. Procedure Statement

The Department Property Administrator (DPA) is responsible for notifying Property Control of capital asset location changes. A move to a different room or building, but staying in the custody of the same department, is considered a location change. See [Procedure 110.9 Change of Custody to another Department](#) if the location change is due to a permanent change in department custody.

II. Who is affected by this Procedure

- DPA
- Department employees
- Property Control

III. Procedure

The following steps represent the overall process:

1. The responsible employee or user of the capital equipment is responsible for notifying the DPA of a location change (e.g. room and/or building) of capital equipment through written notice via email.

2. The DPA completes the top-half of the [Property Transaction Form](#) with the information related to the change in room and/or building location of the capital equipment. After the information is entered, the DPA clicks on the “Submit” button located on the bottom of the form. The form is electronically routed to the Property Control email box.
3. The Property Control Office updates the records in the asset management system.

IV. Contact Roles and Responsibilities

	Responsible Employee	DPA	Property Control
Location/Room Changes			
1) Notify DPA of a change in room and/or building location of a capital equipment asset.	X		
2) Complete the Property Transaction Form and submit.		X	
3) Update the building/room location in the asset management system.			X

V. Definitions

- [Capital Equipment Definitions](#)

VI. Related References

- [Procedure 110.9 Change of Custody to another Department](#)
- [Property Transaction Form](#)

VII. Revisions

Procedure Number	110.8
Date Approved	January 1, 2017
Revision Dates	