



SAN DIEGO COMMUNITY COLLEGE DISTRICT

Administrative Procedure

CHAPTER 6 – BUSINESS AND FINANCIAL SERVICES

AP 6520.2 Transfer of Equipment

Office of Primary Responsibility:

Vice Chancellor of Business Services
Director of Purchasing and Contract Services

This procedure applies to all personnel. It contains mandatory provisions governing the movement of equipment.

FUNCTION

1. Equipment means personal property, with a minimum life expectancy of one year, differentiated from land and buildings, or improvements thereto. For example, furniture, machines, musical instruments and vehicles. The technical distinction between supplies and equipment are made in accordance with law, procedure AP 6330.2, and the Budget and Accounting Manual, Appendix E.
2. Equipment Transfer means the physical movement and assignment of District equipment from one inventory location to another.
3. Inventory location means a geographic site identified by an assigned inventory location number or code. A critical component requiring a change to the location code is the reassignment of equipment from the custodial care and control of one manager to that of another.

RESTRICTIONS

1. No equipment may be physically moved from or to any inventory location without a properly authorized Equipment Transfer Document (ETD) form.
2. District equipment is for use by District personnel and/or students, for District purposes, and is assigned to managers for custodial care and control. No District personnel are authorized to disable, or render useless by disassembly, any District equipment unless approved in advance by the Vice President of Administrative Services or Chief Administrative Officer of the site or program, and the Director of Purchasing and Contract Services.
3. All equipment transfer documents will be approved by the Vice President of Administrative Services or Custodians of Equipment. System input as to moves within a major program (e.g., within City College campus) will be the responsibility of the Vice

President of Administrative Services. System input as to moves from major program to major program, or to District Surplus will be the responsibility of Inventory Services.

4. All Vice Presidents of Administrative Services/Custodians of Equipment shall notify District Inventory Services of excess or surplus equipment via an ETD in order to affect re-distribution, efficient use, or sale at auction.
5. ETD's shall include sufficient detail as to the condition or configuration of transferred equipment, and shall attest to the operating condition of equipment intended for transfer as Surplus Property.
6. Equipment intended for transfer to Surplus Property should be kept clean and in working order.
7. Vice Presidents of Administrative Services/Custodians of Equipment shall have all computer equipment hard drives completely erased prior to the transfer of Surplus Property.

SEQUENCE OF EVENTS

1. Secure advance approval for the transfer of equipment from the Vice President of Administrative Services.
2. Send a original hard copy of an ETD to Inventory Services on the approved form, including the following:
 - Equipment description, make, model, and EQ number
 - Operating condition and configuration of the equipment
 - Request/reason to modify configuration
 - Reason for transfer
3. The hard copy must be signed by the Vice President of Administrative Services, and forwarded through District mail to Inventory Services.
4. After review and acceptance of the form, Central Receiving & Inventory Services will do the following:
 - a. Provide an online report of current, available, surplus property to Vice Chancellor and College Administrators for their consideration, and to review equipment that they may want to claim for their own programs.
 - b. Inventory staff may help arrange for the physical transfer by a commercial mover, but only at the expense of the receiving site, when necessary due to size, quantity, weight, sensitivity, staffing shortages, etc.
 - c. Arrange for pick-up and transfer to Surplus storage of unclaimed item(s). If commercial movers are necessitated, it will be at the expense of Central Receiving.
 - d. Some items may need to remain on the site of origin due to size, weight, or other key factors. In these cases, Inventory Services will arrange to have the items auctioned in place (e.g., airplane, large machine shop equipment, etc.)
 - e. Input of all major site location code changes into the database.
 - f. Arrange for a regular schedule of surplus sales.
 - g. Update the database with the status/disposition of items authorized for sale, and those that sell.

References: BP 6520 & Forms
Equipment Transfer Document (ETD)
AP 6320.1
State Chancellor's Budget and Accounting Manual.

Supersedes: 7300.4, 9-10-86

Approved by Chancellor:

Date

Constance M. Carroll, Ph.D.

Reviewed by Cabinet on 9-22-09 and approved by concurrence.