

UC Davis Policy and Procedure Manual

Chapter 350, Supplies and Equipment

Section 70, Movement of University Property

Date: 11/20/07

Supersedes: 6/24/94

Responsible Department: Capital Asset Accounting and Equipment Management

Source Document: Business and Finance Bulletin BUS-29, Management and Control of Inventorial Equipment

I. Purpose

This section outlines procedures for controlling the movement and removal of University property, including procedures followed by the University Police when the movement of property is observed.

II. Definitions

- A. Movement--the physical transportation of an item of University property from one campus location to another.
- B. Removal--the physical transportation of an item of University property to a location off the campus.

III. Policy

- A. Persons moving or removing University property, except employees of Stores/Receiving, Facilities: Operations and Maintenance, or UCDCM Moving Crew or others who during their regular working hours have duties that normally involve moving or removing University property, must carry written authorization to do so.
- B. Relocations or loans of inventorial equipment must be reported to the Equipment Management Department.

See also Sections 350-55, Care and Control of Equipment; 350-65, Loans and Gifts of Equipment; 370-30, University Property Insurance; and 370-35, Fine Arts Insurance.

IV. Procedures

- A. Department heads must provide written authorization for movement or removal of University property, both inventorial and noninventorial. Such authorization is to be furnished to the person physically moving or removing property with the understanding that this person will present the authorization, upon request, to a University police officer. A copy of the authorization must also be maintained by the department. Written authorization should be in the form of one of the following:
 - 1. The departmental copy of the Authorization for Movement or Removal of University Property (http://accounting.ucdavis.edu/Forms/CA_MoveRemoveAuth.doc) or UCDCM Move Request for relocation or loan of inventorial equipment.
 - 2. A letter signed by the department head (and the appropriate associate director for UCDCM departments) that includes the following information:
 - a. Description of the item, including the property number if the item is inventorial, and the serial number.
 - b. Name(s) of the individual(s) and organization, if appropriate, authorized to move or remove the property in question.
 - c. Date, time, and place from which the movement or removal is to occur, as well as the destination of the item(s) and the date of return.

3. A Bargain Barn cash receipt for surplus property purchased.
- B. University police officers have been instructed to request written authorization, as described above, from persons observed moving or removing University property.
1. If such persons present written authorization, no further action will be taken.
 2. If such persons cannot present written authorization, the officer, at his/her discretion, shall:
 - a. Prevent the movement or removal of the property, or
 - b. Permit the movement or removal of the property after obtaining the names of the persons involved and the name of the department head who authorized the action.
 - 1) The officer may make immediate telephone confirmation with the department that the move/removal is authorized.
 - 2) The officer will forward this information, together with a brief description of the property or equipment in question, to the department head at once, if possible, or on the following working day.
 - 3) This procedure does not apply during regular working hours to Stores/Receiving Department, Facilities: Operations and Maintenance, or UCDCM Moving Crew personnel, or to others whose normal duties involve moving University property.
 - c. A department head who receives such notice from the University police shall:
 - 1) Immediately submit a report of theft according to procedures outlined in Section 350-85 if the movement or removal of the property was not authorized and it appears that the removal may be a theft.
 - 2) Discuss the incident with the person(s) involved if the removal or movement of the property would have been authorized but was not.
 - 3) Advise the University Police Department as to the determination, in either case, so that the police can close their report of the incident.
- C. Loaned inventorial equipment must be reported in the DaFIS Capital Asset Management System (CAMS) by processing an Equipment Loan & Return (ELR) document (see Section 350-65).
1. Required approvals may be obtained either in writing and forwarding that supporting documentation to Equipment Management or via DaFIS routing of the ELR document.
 2. In no case shall the estimated return date for loaned equipment exceed three (3) years.
 3. The department must notify Equipment Management when the equipment is returned by initiating an ELR document and entering the return date.

V. Further Information

Further information may be obtained by contacting the Equipment Management Department.

VI. Reference

Business & Finance Bulletin BUS-29, Management and Control of Inventorial Equipment (<http://www.ucop.edu/ucophome/policies/bfb/bus29.html>).