

# UC Davis Policy and Procedure Manual

## Chapter 350, Supplies and Equipment

### Section 70, Movement of University Property

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Responsible Department: Accounting and Financial Services

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#### I. Purpose

This section provides the policy and 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 must carry written authorization to do so, except employees who have duties that normally involve moving or removing University property during their regular working hours (e.g., Storehouse/Receiving Department, ARM--Facilities Management, UCDCM Moving Crew, or others whose normal duties involve moving University property).
- B. University police officers will request written authorization from persons observed moving or removing University property (except from employees in III.A, above, during working hours).

#### IV. Procedures

- A. The department head provides written authorization for movement or removal of all University property (inventorial and non-inventorial) to the person who will physically move or remove the property. A copy of the authorization must be maintained by the department. Written authorization should be in one of the following formats:
  - 1. The [Authorization for Movement or Removal of University Property](#) form.
  - 2. A letter signed by the department head or the appropriate associate director for UCDCM departments that includes the following information.
    - a. Description of the item, 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.
    - 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 scheduled date of return.
  - 3. A Bargain Barn cash receipt for surplus property purchased.
- B. University police officers may request written authorization, as described in III.A and B, 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, either:
  - a. Prevents the movement or removal of the property, or
  - b. Permits the movement or removal of the property after obtaining the names of the persons involved and the name of the department head that authorized the action.

The officer either makes immediate contact with the department head to determine if the movement/removal is authorized, or contacts the department head as soon as possible regarding the movement/removal.

- C. The department head who receives such notice from the University police:
  1. Immediately submits 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 the removal may be a theft.
  2. Discusses the incident with the person(s) involved if the movement or removal of the property would have been authorized but was not.
  3. Advises the University Police Department as to the determination, in either case, so that the police can close their report of the incident.
- D. After the movement or removal of property has been accomplished, the moving personnel may discard the written authorization.

## V. Further Information

Additional information is available from Equipment Management; <http://accounting.ucdavis.edu/CA/>, [eqhelp@ucdavis.edu](mailto:eqhelp@ucdavis.edu).

## VI. References and Related Policies

- A. UC Office of the President, Business and Finance Bulletin [BUS-29](#), Management and Control of University Equipment.
- B. UCD Policy and Procedure Manual (<http://manuals.ucdavis.edu/ppm/about.htm>):
  1. Section 350-55, Care and Control of Equipment.
  2. Section 350-65, Loans, Gifts, and Transfers of Equipment.
  3. Section 370-30, University Property Insurance.