Ball State University
Purchasing Services

Policy: Transfer of Ownership of Moveable Assets

General

This procedure describes the process to change physical location and/or custodianship of moveable assets owned by Ball State University as defined by the overall departmental responsibilities of the Controller's Office.

Procedure

I. Transfers:

Definition: Equipment moved from one department to another.

A. Transfer of equipment from one department to another will be substantiated by a B450 Move Order. The B450 move requires all fields to be filled out correctly. Listed below are the fields that are required to complete this task:

    1. BSU ID number (if present)
    2. Description of the item (model, make, year, color, etc.)
    3. Serial number
    4. Current Department
    5. New Department

B. The Controller's Office will use the information from the B450 Move Request form to update the records of the Banner system for the assets(s) affected.

C. Purchasing Services will make all arrangements for the physical transfer of equipment if required.

D. Equipment will not be transferred without prior approval of the Assistant Director of Purchasing Services.

Responsibility

- Purchasing Services is responsible for the move of the asset/item.
- Controller's Office is responsible for changing the location of the asset in Banner.
- Departments are responsible for filling out the B450 to have the asset transferred/moved and excessed.
- The department head is responsible for assets within their department

Department transfer or physical location change of an asset will be administered by the Controller's Office.

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