

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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