

## **Process**

When a department wishes to transfer an item(s) to another department on campus:

1. The transferring department completes the left side of the ***“Record of Interdepartmental Property Movement or Transfer”*** form and the “Item Description, Serial Number and Longwood Asset Tag Number” fields of the form.
2. The transferring department must also complete the lines “By: Departmental Inventory Manager/Other Departmental Employee” and “Date” at the bottom left of the ***“Record of Interdepartmental Property Movement or Transfer”*** form.
3. The transferring department saves a copy of the form and sends it via their Longwood email address to the receiving department.
4. The receiving department then completes the right side of the ***“Record of Interdepartmental Property Movement or Transfer”*** form and the “New Room Number” field.
5. The receiving department must also complete the lines “By:, Departmental Inventory Manager/Other Departmental Employee” and “Date” at the bottom right of the ***“Record of Interdepartmental Property Movement or Transfer”*** form.
6. The receiving department must then save a copy of the completed form and email it via their Longwood email address to John Hastings [hastingsjt@longwood.edu](mailto:hastingsjt@longwood.edu) and copy the transferring department.
7. Both transferring and receiving departments should retain a copy on file for their records.
8. Fixed Assets receives the completed form from the receiving department and inputs the department/location change into the database.

Forms that are not completed entirely or correctly will be returned for corrections.

If you require the movers to physically move a piece of equipment, you must submit a work order through the Work Order Center at x2304 or through the work order website.