



Responsible Office: Office of Business and Financial Services

PURPOSE

This procedure describes the way in which the Property Control department processes transfers of fixed assets between sites at the Washoe County School District.

PROCEDURE

1. A request to transfer an asset(s) must be requested using a Relocation Request form WHS-F401.
2. This Relocation Request form is used to notify Property Control of the transfer. As needed, the IT department send a Property Control Notification report to notify Property Control of an asset(s) moved by the IT department.
3. A site or department may request a transfer of assets after receiving approval from the department or site administration.
 - a. Title 1 assets must receive an approval of transfer from the Title 1 office before a transfer is completed.
4. Property Control will update the location of the asset using the Fixed Asset Location screen in BusinessPLUS.

IMPLEMENTATION GUIDELINES & ASSOCIATED DOCUMENTS

1. This administrative regulation reflects the goals of the District's Strategic Plan and aligns/complies with the governing documents of the District.

REVIEW AND REPORTING

1. This administrative procedure shall be reviewed as part District's standardized review and revision process, or as needed by the Office of Business and Financial Services.

REVISION HISTORY

Date	Revision	Modification
3/15/06	A	Initial Release
09/15/20	B	Revised format