

Preparation and Routing Instructions

I. Originating Department

The originating department is responsible of completing the property transfer request form (PTR).

For each item transferred, list all the information requested. Any surplus items should be transferred to the Purchasing Department. Surplus items should use the following letters in the "Surplus Code" column:

Code	Description
A	Operating, no longer required.
B	Non-operating, not economical to repair.
C	Damaged/Destroyed
D	Traded-In
E	Stolen; copy of Sheriff's report and a loss declation statement required.
F	Other; explanation memo required.
G	Sold at auction; "sold to" and "date sold" column must be filled.

Once it has been completed and approved under the Transfer From section, forward the original copy to the Receiving Department.

II. Receiving Department

The receiving department is responsible for reviewing the PTR and approving the items transferred. After signing the PTR, forward the original copy and any other attached documents to the Auditor-Controller.

III. Auditor-Controller

The Auditor's office will review the PTR data for completeness and accuracy, assign a PTR number, obtain the Administrative Office's approval and revise the internal property records to reflect the transfer.

After the PTR has been approved by the Administrative Office, the Auditor-Controller will distribute copies of the completed PTR as follows:

Auditor Controller
Originating Department
Receiving Department
Administrative Office
Building & Grounds