Location/Room Changes Procedure
Procedure #: 110.8
Rev.: 0
Effective Date: January 1, 2017

Related Policy: Capital Equipment Policy
Functional Owner: Property Control, Business Services
Contact: Property Control Manager: (608) 265-7830
Property Control Mailbox: Property@bussvc.wisc.edu

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I. Procedure Statement

The Department Property Administrator (DPA) is responsible for notifying Property Control of capital asset location changes. A move to a different room or building, but staying in the custody of the same department, is considered a location change. See Procedure 110.9 Change of Custody to another Department if the location change is due to a permanent change in department custody.

II. Who is Affected by this Procedure

- DPA
- Department employees
- Property Control

III. Procedure

The following steps represent the overall process:

1. The responsible employee or user of the capital equipment is responsible for notifying the DPA of a location change (e.g. room and/or building) of capital equipment through written notice via email.
2. The DPA completes the top-half of the Property Transaction Form with the information related to the change in room and/or building location of the capital equipment. After the information is entered, the DPA clicks on the “Submit” button located on the bottom of the form. The form is electronically routed to the Property Control email box.

3. The Property Control Office updates the records in the asset management system.

IV. Contact Roles and Responsibilities

<table>
<thead>
<tr>
<th>Location/Room Changes</th>
<th>Responsible Employee</th>
<th>DPA</th>
<th>Property Control</th>
</tr>
</thead>
<tbody>
<tr>
<td>1) Notify DPA of a change in room and/or building location of a capital equipment asset.</td>
<td>X</td>
<td></td>
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</tr>
<tr>
<td>2) Complete the Property Transaction Form and submit.</td>
<td></td>
<td>X</td>
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<tr>
<td>3) Update the building/room location in the asset management system.</td>
<td></td>
<td>X</td>
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V. Definitions

- Capital Equipment Definitions

VI. Related References

- Procedure 110.9 Change of Custody to another Department
- Property Transaction Form

VII. Revisions

<table>
<thead>
<tr>
<th>Procedure Number</th>
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<tr>
<td>Date Approved</td>
<td>January 1, 2017</td>
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<tr>
<td>Revision Dates</td>
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