

Tracking your equipment

Part 2


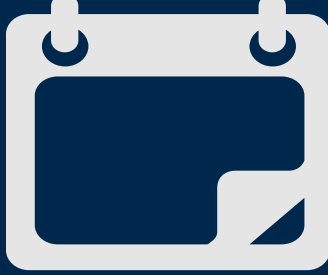



Department to department transfers



Property Control

M FINANCE
PROCUREMENT SERVICES
UNIVERSITY OF MICHIGAN

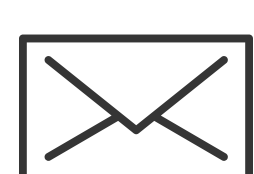
Relocating equipment outside your department

- Step 1**  Fill out the AM transfers form (located on the Financial Operations website)
- Step 2**  Coordinate with the receiving department
- Step 3**  Send the form and acceptance email from the receiving department to amtransfers@umich.edu
- Step 4**  Financial Operations will financially transfer the equipment to the new department
- Step 5**  Coordinate the physical movement of equipment to the new department

The importance of location

Following appropriate processes for transferring equipment ensures the transferring department has the equipment removed from their inventory listing, and the receiving department has the equipment added to theirs. It is critical to ensure the inventory is correct for proper accountability.

Questions?



property.info@umich.edu