

**Cochise College
Administrative Policy**

Category: Administration

Policy Number: 1007

Title: Transfer of College Equipment

To facilitate inventory control, the College President or appropriate vice president must approve the permanent transfer of College equipment from one division to another or from one campus/center to another.

Procedure 1007.1

Transfer of College Equipment

College personnel requesting permanent transfer of equipment from one College location to another must use a Transfer/Disposal Form (FA-37), approved by department supervisor/instructional manager, equipment supervisor, and appropriate vice president or the President. Personnel must submit request for transfer at least one week in advance to the Inventory Control Office in Business Affairs Department on the Douglas campus. Unless other arrangements are approved at the time of request for transfer, only Physical Plant Department may move equipment.