



**Cochise College
Administrative Policy**

**Category: Administration
Policy Number: 1007
Title: Transfer of College Property**

To facilitate inventory control, the appropriate dean or designee must approve the permanent transfer of college property from one division to another or from one campus/center to another.

**Procedure 1007.1
Transfer of College Property**

College personnel requesting permanent transfer of property from one college location to another must use a Property Transfer/Disposal Form FA-37, approved by department supervisor/instructional manager, and dean or designee. Personnel must submit a request for transfer of property at least one week in advance to the Office of Property Control. Unless other arrangements are approved at the time of request for transfer, only Physical Plant Department personnel may move property.

No property shall be transferred without a completed Property Transfer/Disposal Form FA-37.

Property purchased with grant funds must also follow this procedure, but require the additional approval of the director of finance and administration or designee. The director of finance and administration or designee shall communicate with the Office of Property Control if the grant has any specific transfer requirements that must be met or followed.