

Control from the State (LPAA) that approval is given to dismantle property item. In no case shall property be dismantled or stripped prior to State (LPAA) approval.

Budget unit should complete Property Control's Movable Property Surplus/Transfer Form and attach a justification memo to form outlining the intended purpose of dismantle.

MISSING OF INVENTORY PROPERTY:

If a department determines that an item on their inventory is missing, an Explanation For Not Located Inventoried Property form should be completed immediately and forwarded to the Property Control Department.

Link to form:

http://www.southeastern.edu/admin/prop_ctrl/forms/index.html

THEFT OF INVENTORY PROPERTY:

If a department determines that an item on their inventory has been stolen, a Southeastern Police Report should be filed immediately indicating the circumstances suspected for the disappearance. A Explanation for Not Located Inventoried Property form should be forwarded to the Property Control Department identifying the item by tag number, the circumstances surrounding the discovery and a statement acknowledging a Southeastern Police Report has been filed.

MOVEMENT OF INVENTORY PROPERTY ON CAMPUS:

Inventory property within departments should not be permanently moved within a building from its assigned location or transferred to other buildings unless appropriate notification is given to the Property Control Department to adjust the item's location on the department's inventory. Notification of inventory movement should be accomplished by using Asset Management in People Soft Financials.

REMOVAL OF INVENTORY PROPERTY FROM CAMPUS:

No inventory property of this institution shall be removed from campus to a non-university location for use and storage without the prior approval of the employee's department head or director. In the event, the department hea