

## **INSTRUCTIONS FOR COMPLETING THE PROPERTY CONTROL FORM**

### **Purpose**

This form is submitted when property belonging to Valencia College is to be relocated, removed for disposal, or temporarily located off-campus. This form is also submitted if personal property or equipment is *used or installed* at Valencia College (such as personal laptop, microwave, refrigerator, chairs, artwork, etc).

### **Persons Authorized**

Anyone working for Valencia College (full-time or part-time) may complete a Property Control Form.

### **Guidelines**

Per Florida law, the Property Management Office tracks the equipment belonging to Valencia College. Completing a Property Control Form, before equipment is relocated or disposed of, is **essential** for accurate property management.

### ***Relocation of Property***

The Property Control Form is completed and sent to Property Management to track asset location and custodian, as well as to notify Plant Operations that the equipment may need to be physically relocated. To expedite the annual inventory, equipment location and the custodian must be current and accurate. A completed Property Control form is **required** prior to relocation of **any** equipment.

### ***Disposal of Property***

Consult Property Management prior to disposal of any equipment. Assets may still be tracked by Property Management, regardless of age or condition. If an asset has a "Valencia College" barcode, a Property Control form **must** be completed **prior to** any removal or disposal.

### **Property Control Form Checklist**

- Requestor** – Enter your name, mail code, and extension.
  
- Asset ID** – If the equipment has an Asset ID then enter the #. The Asset ID is the Valencia College *barcode number* attached to the asset. The barcode is located on either a green or white sticker and begins with the numbers "G705", "705," "G0000," or "00". If the equipment does not have an Asset ID then leave this part blank.
  
- Serial Number** – Enter the *serial number* assigned by the manufacturer for the equipment (if available).
  
- Description** – Enter the *asset description* for the equipment.
  
- Initial Cost and Date Purchased** – Completed by Property Management Office only.

- From Location** – Enter the *current location* and the *current custodian* for the equipment.
- Action Requested** – Choose only one of the following actions.
1. **Relocate** – Enter the *new location* and *new custodian* of the equipment being relocated. **If the equipment has already been relocated**, then check the box. When relocating equipment with a *new custodian*, **forward the Property Control Form to the recipient for approval**, even if already moved.
  2. **Personal Property on Campus** – Complete this if you are bringing personal equipment of value to Valencia College. As the custodian, you accept all responsibility for the equipment.
  3. **College Property Off-Campus** – Complete this section when Valencia College property is being relocated off-campus. The Property Management Office may require the equipment to be brought back to the campus for the annual inventory. As the custodian, you accept all responsibility for the equipment.
  4. **Delete from Property Records for one of the following reasons** –
    - **If the equipment is “missing”**, check “Missing” and contact the Security Office to complete a Security Report for the asset. **Attach a copy of the Security Report to the Property Control form.**
    - **If the equipment is “stolen”**, check “Stolen” and request the Security Office or Police Department to complete a Security/Police Report for the asset. **Attach a copy of the Security/Police Report to the Property Control Form.**
    - **If the equipment is a “Trade-in”**, check “Trade-in” and **attach a copy of the vendor form that indicates the trade-in value.** Board approval is required in advance for all trade-in equipment.
    - **If the equipment is “Disposable”**, include the reason for being disposed. **“Outdated,” “Economically Unreparable,” or “Other”** and state the reason for **“other.”**
- Requestor/Custodian & Supervisor Signatures** – The Requestor/Custodian and their immediate Supervisor must sign and date the Property Control Form.
- Recipient Signature** – The recipient must sign and date the Property Control Form when the equipment is being relocated to a new custodian.
- Submit the Property Control form (and all necessary documents) to the Property Management Office via interoffice mail at MC DO-333 or by E-Mail to:**
- [propertymanagement@valenciacollege.edu](mailto:propertymanagement@valenciacollege.edu). The Requestor should scan or photocopy the form for their departmental records.