

CP009.1B Asset Management: Asset Transfer Workflow

Policy Type: Administrative/Operations
Revision Date: N/A

Training Required: No

Workflow

Step 1

Identify the item you want to dispose of or transfer.

Step 2

Departments will submit a request to the help desk at help@medicine.unlv.edu for disposal or transfer of assets within the department, school, or university.

Step 3

IT Office: Authorization to have the item transferred to another department or disposed of will require an evaluation of working condition. The inventory database will then be updated with the transfer or removal.