

# M38: Web Property Change Notice, 1050-1

Effective Date: 8/31/05

Prior Date: 2/25/00

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## Purpose and Scope

The *Web Property Change Notice* enables Property Control to maintain current status and location information required to effectively control all University property. The document is prepared by the fiscal agent initiating the change.

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## Authority & Responsibility

1. Fiscal Agents:
  - a. Submit to Property Control, via the online *Property Change Notice* (1050-1), changes in property location and status.
  - b. Indicate whether or not there is any hazardous material contained on or within the equipment to be relocated.
  - c. Certify the safe disposition of the hazardous material.
  - d. Notify Property Control of any obsolete, broken or unserviceable equipment, furniture or other property.
  - e. Notify Property Control and Public Safety of any stolen equipment, furniture or other property.
2. Property Control:
  - a. Takes, in conformity with DCMS guidelines, the necessary steps toward the timely disposal and write-off of obsolete, broken or unserviceable equipment.
  - b. Submits equipment move requests to Facilities Management who will schedule a date to move all equipment to the appropriate location.
  - c. Submits status changes to General Accounting.
3. General Accounting inputs all maintenance and updates to the University Property Control System.
4. The Director of Auxiliary Services and the Director of Financial Affairs/Controller advises the Controller's Office Procedure and Systems Analyst whenever changes to this procedure occur.

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## References

Fiscal Agent Handbook - H7: [Use of University Property](#)

[State Property Control Act](#)

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## Definitions

None

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## Form Acquisition

This form is prepared and submitted on-line to Property Control from the On-Line Forms section of the Controller's Office Resources web site at: [www.neiu.edu/~finanaff](http://www.neiu.edu/~finanaff)

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## Form Instructions

Fields identified with an "\*" are mandatory fields. You may click on the "X" button located at the top right of the dialogue box at any time to exit the form and return to the Controller's Office Resources web site.

### Item

### Description

1. \*Date: Enter date the document is being prepared.
2. \*From: Enter the name and number of the department which is reporting the change.
3. \*To: Enter "Property Control"
4. \*Change of Accountability: Indicate type of change.
5. \*Change of Location: If off campus, do not proceed any further, complete the *Off Campus Equipment Use Contract Form* (1112) using the instructions found in M18. Otherwise indicate "To Be Moved" or "Already Moved" and enter the date the property was moved.
6. \*Items Contain Hazardous Materials: Indicate whether or not the items contain hazardous materials.
7. \*I Certify That The Hazardous Materials Have Been Properly Removed: Indicate whether or not the hazardous materials have been properly removed.
8. Tag Number: Enter tag number assigned to equipment by Property Control.
9. \*Description and Serial Number: Enter a physical description and the "serial" number of the equipment. However, the "serial" number assigned by the manufacturer should not be confused with the "tag" number assigned by Property Control.
10. \*From Location: Enter the Building and Room Number where the equipment is located prior to the transfer.
11. \*To Location: Enter the Building and Room Number where the equipment will be located after the transfer.
12. \*Justification: Enter a statement describing the reason for the change of accountability and/or change of location.

13. \*Fiscal Agent: Enter your name here.
14. Print a copy of this form if you want a copy for your records.
15. Click on the "Submit Button" when you are finished.

If all of the appropriate fields are filled in, the form will be forwarded to Property Control; otherwise, you will receive an error message telling you what fields are missing. The fields must be completed before the form can be submitted for processing.

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## Facsimile

**Property Change Notice**

\*Required Fields

\*Date:  ①

\*From: (account name and number)  ②

\*To: (account name and number/address)  ③

\*Change of Accountability ④  
 Intra-Dept Transfer     Missing     Surplus     Stolen

\*Change of Location ⑤  
 To Be Moved     Already Moved    Date of Move

Items contain hazardous materials  Yes  No ⑥  
 I certify that the hazardous materials have been properly removed  Yes  No ⑦

Tag Number	*Description and Serial No.	*From Location		*To Location	
		Building	Room	Building	Room
⑧	⑨	⑩	⑩	⑪	⑪

\*Justification  ⑫

\*Fiscal Agent  ⑬

⑭ If you want a copy of this form for your files, print or save to a file before you submit this request.

⑮   

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## Questions

Questions should be directed to Property Control, X5132.

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