

Ball State University  
Department: Purchasing Services:

Policy: Change in Location or Departmental Ownership of Moveable Assets  
Policy – PUR331

General

This procedure describes the process to the change physical location and/or custodianship of moveable assets owned by Ball State University as defined in Overall Departmental Responsibilities of Purchasing Services Policy [PUR300](#).

Procedure

I. Transfers:

- A. Definition: Equipment transferred from one department to another whether or not there is a change in the physical location.
- B. Transfer of equipment from one custodian to another will be substantiated by a B-450 Capital Equipment Release/Move Order, signed by both the current and new custodian and approved by the Assistant Director of Purchasing Services. The B-450 will be entirely completed and contain the minimum information about the asset:
  - 1. BSU Inventory Number (if present)
  - 2. Description of the item
  - 3. Serial Number
  - 4. Current Location: Bldg./Room Number
  - 5. Move to: Bldg/Room Number
  - 6. Organizational Code: New Location
- C. Controller's office will use the information from the B450 to update the records in Banner for the asset(s) affected.
- D. Purchasing Services will make all arrangements for the physical transfer of equipment if required.
- E. Equipment will not be transferred without prior approval of the Assistant Director of Purchasing Services.

II. Physical change of location for a moveable asset (Moves):

- A. Definition: Physical change of location of an asset.
- B. Physical movement of an asset from one location to another location in a department will be substantiated by a B-450 Capital Equipment Release/Move Order signed by the department head and approved by the Assistant Director of Purchasing Services. The B-450 will be entirely completed and contain the minimum information about the asset:

1. BSU Inventory Number (if present)
2. Description of the item
3. Serial Number
4. Current Location: Bldg./Room Number
5. Move to: Bldg/Room Number
6. Organizational Code: New Location

- C. Controller's office will use the information from the B-450 to update the records of the Banner system for the assets(s) affected.
- D. Purchasing Services will make all arrangements for the physical transfer of equipment if assistance is required.
- E. Equipment will not be moved without prior approval of the Assistant Director of Purchasing Services.

Responsibility

Department

The department head is responsible for assets within their department.

Department transfer or physical location change of an asset will be administered by the Material Handlers under the direction of the Assistant Director of Purchasing Services.

Other departments affected:

Custodial Department

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