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Property Control System Manual (PCS)

Effective: 3/1/1984

Revised: 7/1/2012



PCS 1007: Return of Equipment Loaned to ASU

Purpose

To properly return capital equipment loaned to ASU

Sources

- Property Control
- Purchasing and Business Services

Policy

Department personnel wishing to return to the lender [capital equipment loaned](#) to ASU must contact Property Control before taking further action.

Procedure

The department notifies Property Control of the equipment to be returned.
 Property Control verifies equipment ownership and provides any necessary forms and disposition instructions.
 The department ships the equipment and provides a copy of the shipping documentation to Property Control.
 Property Control retires the equipment from the Property Control database.

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