Internal – Asset Movement within the Same Facility

Step 1

- Do NOT move assets without approval from the ICO.

Step 2

- Sending ICA will notify the receiving ICA that an asset is being moved to their area of responsiblity within the facility.

Step 3

- Receiving ICA will update the asset record(s) accordingly in the inventory system to the new location.

Step 4

- If the asset is an untaggable asset, notification must be provided to the ICO in order for the printed asset record to be updated.