External – Asset Movement

(Facility/Unit Transfers)

Step 1

- ICOs will coordinate ALL asset movement to other facilities/units with assigned Asset Manager via email notification.

Step 2

- Email notification must include the following: asset ID, location the asset is transferring to, date of transfer, and if applicable, a scanned copy of the untaggable asset record.

Step 3

- The respective asset managers for the sending and receiving facilities will coordinate to ensure the assets are updated in the inventory system.