

FTCC Form E-34 MIS Equipment Transfer Form: Standard Operating Procedure (SOP)

1. Purpose

The purpose of this SOP for FTCC Form E-34 MIS, Equipment Transfer Form, is to provide procedures for the MIS Department to follow when ownership of **technology** assets are being transferred from one department to another. As an example, if Department A has a COW they no longer have use for and Department B has a valid use for that COW, Department A will contact MIS with justification to transfer the COW to Department B and complete the FTCC E-34 MIS Form. The E-34 MIS Form is owned by the Property Control Supervisor and applies to the transfer of all IT equipment.

2. Scope

This SOP applies to all MIS personnel responsible for MIS assets.

3. Responsibilities

It is the responsibility of all MIS personnel to follow the procedures and guidelines outlined in this SOP. Exceptions to the above must go through the MIS Support Instructional or Faculty/ Staff Managers with final approval from the MIS AVP.

4. Procedures

- A. If a faculty or staff member wants to transfer **technology** assets from their department to another department, **they will contact either the Instructional or Faculty/Staff MIS Manager** of their intention with justification.
- B. The Instructional or Faculty/Staff Manager will then have the department who wants to initiate the transfer, complete an FTCC Form E-34 MIS, Equipment Transfer Form (See Figure 1), for the Department Heads to sign. For improved document control and automation, this form is **available in DocuSign only** as template 'E-34 MIS Equipment Transfer Form'. Forms shall be submitted and processed electronically in DocuSign.
- C. After both signatures are obtained, the form will be automatically forwarded to the MIS AVP for approval.
- D. Once approved by the MIS AVP, the form will be automatically forwarded to Property Control for final approval and processing. Once the form is fully executed, all parties will receive an electronic copy via email from DocuSign.
- E. Property Control will update Colleague asset records with new building, room, and department codes responsible for asset control.
- F. MIS will update KACE records with new building, room, and department codes responsible for asset control.
- G. Copies of FTCC Form E-34 MIS Equipment Transfer Form will be maintained by the MIS Instructional and Faculty/Staff Managers and KACE Administrator.

Fayetteville Technical Community College

MIS Equipment Transfer Form

Description	Inventory Number	Serial Number	New Department	New Building	New Room #

Department Head Releasing (Print Name)	Signature	Date
Department Head Receiving (Print Name)	Signature	Date
AVP for MIS (Print Name)	Signature	Date
Property Control Office (Print Name)	Signature	Date

An E-34 MIS Form is to be completed by a faculty or staff member any time **technology** equipment is transferred from one department to another. The faculty or staff member wanting to transfer technology assets will contact either the Instructional or Faculty/Staff MIS Manager with their intention and give justification. The MIS Manager will then initiate this form in DocuSign. After all parties have signed and received copies, Property Control will update Colleague with new building, room, and department codes responsible for asset control. E-34 Forms are used to promote individual and departmental accountability over College resources. Accurate tracking is vital to minimizing risk and financial loss. For improved document control and automation, [this form is available in DocuSign only as template E-34 MIS Equipment Transfer Form.](#)

FTCC Form E-34 MIS

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Figure 1

5. References

See FTCC E-34 MIS Equipment Transfer Form.