

SOUTHWEST

TENNESSEE COMMUNITY COLLEGE

PROPERTY TRANSACTION RECORD (PTR)

Step 1: Property Identification

Tag Number	Current Location		Description (Include Make, Model, Serial Number, etc.)	Operable?	New Location	
	Building	Room #			Building	Room #
				<input type="checkbox"/> Yes <input type="checkbox"/> No		
				<input type="checkbox"/> Yes <input type="checkbox"/> No		
				<input type="checkbox"/> Yes <input type="checkbox"/> No		
				<input type="checkbox"/> Yes <input type="checkbox"/> No		
				<input type="checkbox"/> Yes <input type="checkbox"/> No		
				<input type="checkbox"/> Yes <input type="checkbox"/> No		
				<input type="checkbox"/> Yes <input type="checkbox"/> No		
				<input type="checkbox"/> Yes <input type="checkbox"/> No		

Contact Person: _____
(Print Name)

Telephone Number: _____

Step 2: Property Transaction (Separate forms must be used for each type of Property Transaction Category)

A. Property Transfer between Departments

Transferred from Index/Org # _____

Transferred to Index/Org # _____

Dean/Director/Designee Date

Dean/Director/Designee Date

Custody and responsibility of the above item(s) is hereby relinquished (see distribution below)

Custody and responsibility of the above item(s) is hereby accepted (see distribution below)

B. Property No Longer Usable by College

Transferred to: Surplus E-Waste Scrap Donation Trade-In

(Please check one and use a separate form for each specific option.)

FOR ACCOUNTING USE ONLY

Transferred from Index/Org # _____

Receiving Clerk Physical Plant/Other Party Date

Dean/Director/Designee Date

Director/Designee Date

Custody and responsibility of the above item(s) is hereby relinquished (see distribution below)

Custody and responsibility of the above item(s) is hereby accepted (see distribution below)

C. Notice of Dismantling for Parts/Cannibalization

Department Requesting Dismantling/Cannibalization Index/Org # _____

FOR ACCOUNTING USE ONLY

Dean/Director/Designee Date

Next Level of Authority Date

DISTRIBUTION: **ALL** department signatures must be obtained prior to distribution as follows:
Original to Inventory/Fixed Assets Personnel, **Copy** to Relinquishing Department, **Copy** to Accepting Department.

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TENNESSEE COMMUNITY COLLEGE

PROPERTY TRANSACTION RECORD (PTR) PROCEDURES • JANUARY 2009

The Property Transaction Record form (PTR) must be used for all transactions (i.e.; transfers between departments, surplus, e-waste, scrap, donations, trade-in, dismantling for parts or cannibalization) involving inventoried items and must be used to surplus, e-waste, scrap, donate, or trade-in any item, regardless of the original cost. The Property Identification section of the form (Step 1) must be completed for all transactions.

NOTE: Items costing less than \$5,000 will not be tagged and/or inventoried.

Separate forms must be used for each type of Property Transaction Category.

A. Property Transfers Between Departments

The PTR form must be completed for all transfers of equipment between departments. When a transfer is made and both the relinquishing department and the accepting department have signed the record as required, the original PTR form must be forwarded to the Inventory/Fixed Assets personnel in Fiscal Operations.

E-mail communication may be used to notify the Inventory/Fixed Assets personnel in Fiscal Operations of the movement of inventoried equipment from one location to another **within** a department. The e-mail message should include the following information: index number of the department, inventory tag number, brief description of inventoried item(s), model and serial numbers, the building name and room number (location) of the item(s) previous location and new location.

B. Property No Longer Usable by College

The PTR form must be completed for all items to be transferred to surplus, e-waste, and scrap. The relinquishing department will complete and sign the PTR form as required to relinquish the item(s) to Central Receiving. This form must also be signed by the Director/Designee of Central Receiving for receipt of these item(s). After the item(s) have been processed, the original PTR form (signed by a Receiving Clerk), with tags, should then be submitted to the Inventory/Fixed Assets personnel in Fiscal Operations. Any questions regarding surplus, e-waste, and scrapped items may be addressed to the Receiving Clerk in the Physical Plant.

All information and requirements concerning equipment for a donation or trade-in must be evaluated, approved and signed by the Director of Purchasing. Upon completion, all documentation should be submitted to the Inventory/Fixed Assets personnel in Fiscal Operations.

C. Notice of Dismantling for Parts/Cannibalization

The PTR form must be completed for all items that are to be dismantled for parts/cannibalization. **After approval from the next higher level of authority**, the inventory tags must be removed and forwarded to the Inventory/Fixed Assets personnel in Fiscal Operations along with the original PTR form. The copy of the PTR form along with a **copy of the tags** should be retained by the relinquishing department.

Please contact the Fiscal Operations personnel at extension #4383 or #4213 for assistance in using the PTR form, or if you have any questions regarding inventory.