

## **Information**

Reporting Transfer or Movement of Property

## **Number**

INV 3 00

## **Applicability**

This policy applies to University Administrators Faculty and Staff

## **Administrative Authority**

Vice President for Finance and Chief Financial Officer

## **Responsible Unit**

Purchasing/Inventory Control & Surplus Property  
Surplus/Inventory Control Building, University of Louisville  
Louisville, KY 40292  
502-852-8216  
[inventorycontrol@exchange.louisville.edu](mailto:inventorycontrol@exchange.louisville.edu)

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## **History**

Original Date: Unknown

Revision Date(s): September 27, 2018; February 25, 2020

Reviewed Date(s): September 27, 2018; February 25, 2020; May 2, 2023

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## **Categories**

## **Statement:**

Transfer or movement of equipment may not be made beyond the confines of the university until authorized by cognizant authority. Internal transfer of property between departments may be authorized by deans, directors, and department heads. The Inventory Control office must be notified of all transfer or movement of property with a value \$1,000 or more.

## **Related Information:**

The Surplus Warehouse is open for department selection on Wednesdays only, except when preparing for an auction. The Surplus Warehouse is located at 1901 S. Floyd Street on Belknap Campus. The warehouse is open from 7:30 am to noon and 1 pm to 3:30 pm. Surplus items may be brought in or removed any day of the week.

There is no charge to the department to reserve an item for departmental use. Reserved items should be removed within two weeks or items will be made available to others. If you want Physical Plant labor to deliver your reserved item, the department must complete the [Physical Plant Chargeable Service Request](#) form. Physical Plant will bill the department for its services.

Surplus items are not for personal use or sale.

## **Definitions:**

**Property** - An item of movable tangible personal property, which has a cost or value of \$1,000 or more, a useful life of more than one year and which retains its identity as a separate and identifiable item.