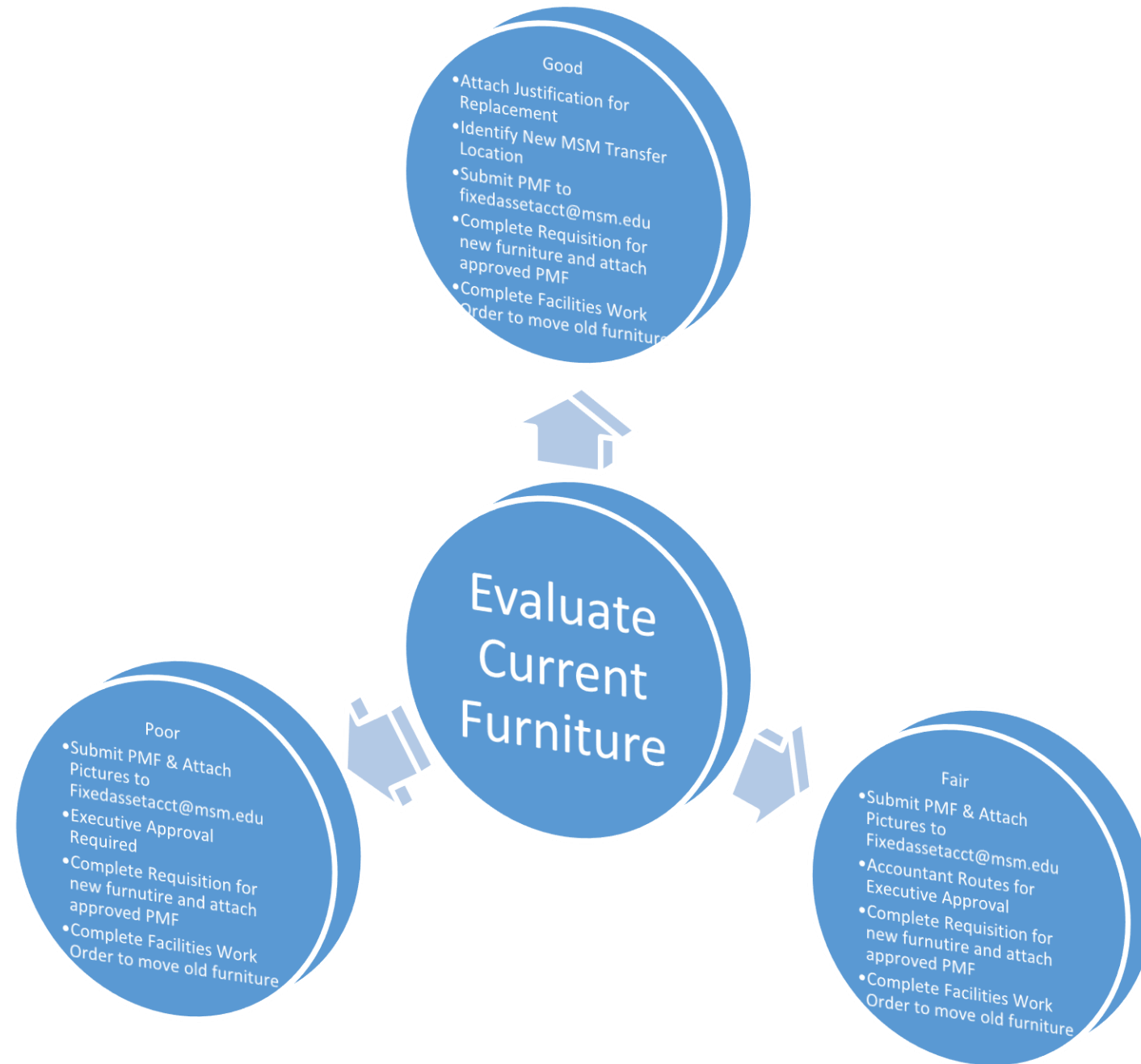


PROPERTY MANAGEMENT PROCESS FLOW



Property Management Inventory Form

REQUESTOR: _____ DATE: _____ PHONE: _____
(Print)

ITEM #1			
Description of Property: <u>akdfjdfdsf</u>			
MSM Tag ID# _____		Serial # _____	
FOAP: _____		Federal Funds* Used? (Y/N) _____	
Current Location (BLDG/RM#) _____			
Proposed Location (BLDG/RM#) _____			
Transfer ☐	Storage** ☐	Donate ☐	Trash ☐

ITEM #2			
Description of Property: _____			
MSM Tag ID# _____		Serial # _____	
FOAP: _____		Federal Funds* Used? (Y/N) _____	
Current Location (BLDG/RM#) _____			
Proposed Location (BLDG/RM#) _____			
Transfer ☐	Storage** ☐	Donate ☐	Trash ☐

Supervisor's / Principle Investigator's Signature: _____ **Date:** _____

Email completed form with applicable signatures to the Fixed Assets Accountant at fixedassetsacct@msm.edu. Once approved, the form will be forwarded to the Maintenance Department.

*Disposal of Fixed Assets purchased with Federal Funds

Per 2CFR 200.312 – If current per-unit, fair market value is >\$5,000.00, please attach written approval from the Federal awarding agency

**Please attach justification and storage contact details.

For Office of the Controller Use Only	
Executive Signature: _____	Date: _____
Required for Disposal / Donation	
Fixed Asset Accountant Signature: _____	Date: _____

ADD ADDITIONAL PAGES AS NEEDED

REQUESTOR: _____ DATE: _____ PHONE: _____
 (Print)

ITEM #3			
Description of Property: _____			
MSM Tag ID# _____		Serial # _____	
FOAP: _____		Federal Funds* Used? (Y/N) _____	
Current Location (BLDG/RM#) _____			
Proposed Location (BLDG/RM#) _____			
Transfer ☐	Storage** ☐	Donate ☐	Trash ☐

ITEM #4			
Description of Property: _____			
MSM Tag ID# _____		Serial # _____	
FOAP: _____		Federal Funds* Used? (Y/N) _____	
Current Location (BLDG/RM#) _____			
Proposed Location (BLDG/RM#) _____			
Transfer ☐	Storage** ☐	Donate ☐	Trash ☐

ITEM #5			
Description of Property: _____			
MSM Tag ID# _____		Serial # _____	
FOAP: _____		Federal Funds* Used? (Y/N) _____	
Current Location (BLDG/RM#) _____			
Proposed Location (BLDG/RM#) _____			
Transfer ☐	Storage** ☐	Donate ☐	Trash ☐

Supervisor's /Principle Investigator's Signature: _____ Date: _____

REQUESTOR: _____ DATE: _____ PHONE: _____
(Print)

ITEM #6

Description of Property: _____

MSM Tag ID# _____ Serial # _____

FOAP: _____ Federal Funds* Used? (Y/N) _____

Current Location (BLDG/RM#) _____

Proposed Location (BLDG/RM#) _____

Transfer ☐ Storage** ☐ Donate ☐ Trash ☐**ITEM #7**

Description of Property: _____

MSM Tag ID# _____ Serial # _____

FOAP: _____ Federal Funds* Used? (Y/N) _____

Current Location (BLDG/RM#) _____

Proposed Location (BLDG/RM#) _____

Transfer ☐ Storage** ☐ Donate ☐ Trash ☐**ITEM #8**

Description of Property: _____

MSM Tag ID# _____ Serial # _____

FOAP: _____ Federal Funds* Used? (Y/N) _____

Current Location (BLDG/RM#) _____

Proposed Location (BLDG/RM#) _____

Transfer ☐ Storage** ☐ Donate ☐ Trash ☐

Supervisor's /Principle Investigator's Signature: _____ Date: _____