

TRANSFER AND ACQUISITION OF PROPERTY

SUMMARY

This procedure explains how to account for Miami-Dade County capital equipment that is transferred within a department, the action that must be taken to properly update individual inventory accounts, and the restrictions that apply to the transfer of property.

PROCEDURE

1. Notify the department's property custodian whenever capital equipment is moved from one location to another within the same department.
2. The department's property custodian must transfer the item(s) in the inventory data system to reflect the new location. The property custodian must access the Fixed Asset Systems transfer function and enter the new location information for each item requiring updating. The Fixed Asset System (FAS) is located on the Miami Dade County main frame. A User ID and Password are required to update the capital inventory records. If you are unable to access the records, contact the Internal Services Department (ISD) Capital Inventory Unit.
3. Only ISD personnel are authorized to reallocate property between departments. Inter-departmental transfers require the submission of a Capital Asset/Equipment Transfer Form (<http://intra.miamidade.gov/internalservices/>) identifying the property to be transferred and authorizing signatures from both the issuing and receiving departments. Submit completed form to the ISD Capital Inventory Unit via interoffice mail 2225 NW 72nd Avenue, or fax to 305-592-3616.

CONTACT(S):

Department/Division

Internal Services Department, Materials Management

REFERENCE DOCUMENT(S):

Administrative Order 8-2, Use, Care, Control and Disposal of County Property
Property Disposal County Procedure 591