

Baltimore City Community College Standard Operating Procedures for Property Administration



Physical Inventory & Asset Record Keeping

Baltimore City Community College
Property Administration
Property Control Action Request (P.C.A.R.) Form

Property Administration Use Only

Control Number:
Approved by (Property Administration Supervisor):
Date Completed:
Inventory Updated:
Date Completed:

Initiating Department Information

Department Name:	Contact Person:
Old Building Name:	Phone Number:
Old Building Room Number:	Date:
Inventory Control Assistant (ICA) Signature:	
Cost Center Manager Signature:	

Action Requested

Indicate the action being requested below.	
<input type="checkbox"/> Move/Transfer	<input type="checkbox"/> Surplus/Disposal
<input type="checkbox"/> Loan/Off-Campus Use	<input type="checkbox"/> PC Roll-out (CITS Use Only)

Receiving Department Information

Department Name:	Contact Person:
New Building Name:	Phone Number:
New Building Room Number:	Date:
Inventory Control Assistant (ICA) Signature:	
Cost Center Manager Signature:	

Employee Liability Statement

I have read and understand that I am required to produce or return all assets loaned to me, and if such asset cannot be produced or is lost or stolen that I am financially liable for the replacement value. By signing this I agree to adhere to BCCC's policies and procedures as applies to this loan.

Employee Signature:	Date:
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Asset Information

Tag Number	Item Description	Serial Number	Condition (for surplus items only)

Property Administration

Property Control Action Request (P.C.A.R.) Form Instructions

FILL OUT FORM COMPLETELY – partial information will cause delays. Please retain a copy of all forms needed for your specific request. **If more information is needed, please call extension 7779.**

1. Initiating Department Section. Complete the following sections:

- a. Department Name – Department currently assigned custody of the asset.
- b. Contact Person – Name of person in department to contact regarding request.
- c. Phone Number – telephone number of contact person.
- d. Old Building Name – Name of the building that the asset is currently assigned to.
- e. Old Building Room Number – Room number currently assigned to the asset.
- f. Date – date of the request.
- g. Inventory Control Assistant (ICA) Signature – Have ICA (AVP) sign here.
- h. Accountable Officer Signature – Have accountable officer (VP) sign here.

2. Action Requested. Check one of the boxes. See Definitions Section for detailed information.

- a. Move/Transfer
- b. Surplus/Disposal
- c. Loan/Off-Campus Use
- d. PC Roll-out **(CITS Use Only)**

3. Receiving Department Section. Complete the following sections:

- a. Department Name – Department to which custody of the asset will be assigned.
- b. Contact Person – Name of the person in department to contact regarding request.
- c. Phone Number – Telephone number of contact person.
- d. New Building Name – Name of the building that the asset will be assigned to.
- e. New Building Room Number – Room number that the asset will be assigned to.
- f. Date – Date of the request.
- g. Inventory Control Assistant (ICA) Signature – Have ICA (AVP) sign here.
- h. Accountable Officer Signature – Have accountable officer (VP) sign here.

4. Asset Information Section. Complete the following sections:

- a. Tag Number – White barcode tag affixed to the asset.
- b. Item Description – Provide an accurate description of the item.
- c. Serial Number – Provide the serial number of the item, if applicable.
- d. Condition **(for surplus items only)** – Provide your opinion of the condition of the item.

5. Definitions Sections:

- a. Action Requested Definitions:
 - i. Moving – Property remaining in the custody of the same department but moving to another location.
 - ii. Transfer – Property moved (transferred) to another department or agency.
 - iii. Surplus – Assets no longer needed by a department or agency.
 - iv. Loan – Property on temporary loan to a department or agency.