UNVERSITY OF SOUTH CAROLINA

INVENTORY CONTROL

REMOVAL REQUEST FORM #8

DATE: _____ (2)

POLICE REPORT NUMBER: _____ (3)

(REFER TO PAGE 2 OF FORM FOR INSTRUCTIONS)

(1) Obtain Net Book Value of the asset from Capital Asset Team.

CAMPUS _____ (4)

DEPARTMENT/COLLEGE _____ (5)

LOCATION (BUILDING NAME) _____ (6)

(7)

ITEM DESCRIPTION (a)	USC TAG # OR ASSET # (b)	MFG. SER # (c)	Net Book Value (d)	ROOM # (e)	LAST INDIVIDUAL WITH CONTROL OF EQUIPMENT/PHONE # (f)	REASON TO BE DELETED (g)

PLEASE PROVIDE DESCRIPTION OF SITUATION AND CORRECTIVE ACTION TO PREVENT FUTURE LOSS (ATTACH ADDENDUM IF NESSECARY) (8)

SUMITTED BY: _____   TELEPHONE NUMBER: _____ (9)

PRINT NAME OF DEPARTMENT HEAD: _____   EMAIL ADDRESS: _____ (10)

DEPARTMENT HEAD/DEAN OR V.P. SIGNATURE: _____   TELEPHONE NUMBER: _____ (11)

ASSOCIATE VP LAW ENFORCEMENT AND SAFETY: _____   ASSOCIATE VP AND UNIVERSITY CONTROLLER: _____ (12)

FORM # 8 INSTRUCTIONS

Instructions for the University of South Carolina Inventory Control Deletion Request Form # 8.

1. Determine if the removal of the asset requires involvement of Law Enforcement & Safety by emailing the Capital Asset Team to determine the Net Book Value of the assets being removed. A Net Book Value of $5,000.00 or greater will require involvement. If the loss of the asset involved a crime, involvement will be required regardless of value.
2. Fill in the date form is completed.
3. Fill in the Police Report Number (if required) which is listed as the incident Report Number on the Police Report. Also provide a copy of the Report upon submission to the Capital Asset Team. Note: Police report is only required on items with a Net Book Value of $5,000.00 or greater or where a crime was committed.
4. Fill in the space provided the Campus name the Form # 8 is being submitted.
5. Fill in the space provided the Department/College name the Form # 8 is being submitted.
6. Fill in the space provided the Location (Building Name) the Form # 8 is being submitted.
7. The Entire section would be completely filled out. Any column left blank will result in delay of the deletion investigation. The Form # 8 will be returned to your department if all areas have not been filled in. Please utilize the inventory query where needed: SC_AM_INV_AM_TABLES
   - a. Fill in complete description of item.
   - b. Fill in USC Tag # listed on item, or Asset # from inventory listing.
   - c. Fill in Manufacturer Serial Number listed on item.
   - d. Fill in the Net Book Value of the item. This can be obtained from the Capital Asset Team by emailing PHYSINV@mailbox.sc.edu.
   - e. Fill in the room number the item was last seen/accounted.
   - f. Fill in the name of the last individual held responsible for the item listed. Also provide a phone number where the person can be contacted.
   - g. Indicate the reason the item should be deleted. Example: Missing, Lost, or Stolen. Please have each individual held responsible for item(s) listed, submit a memo as to why each item is requested for deletion.
8. Please submit detailed explanation of the situation and a corrective action to prevent further loss of University of South Carolina property. Attach addendum if necessary.
9. Print in the space provided the name of the individual submitting the Form # 8 and the telephone number where they can be contacted.B26
10. Print in the space provided the name of the Department Head with email address.
11. Obtain a signature in the space provided of the Department Head, Dean, or Vice President and a telephone number where they can be contacted.
12. EMAIL form to PHYSINV@mailbox.sc.edu. The Capital Asset Team will obtain a signature from the Associate VP of Law Enforcement and Safety (if required) as well as the Associate VP and Controller.

For Policy and Procedures refer to your Policies and Procedures Manual (Section: Business and Finance, Subject: Property Accountability, Number FINA 5.00)

Items that have been cannibalized for parts, traded-in on a purchase order, or returned to the vendor do not require approval through the President to have them removed from departmental inventory. Items that are to be cannibalized for parts must have approval via visual inspection by Inventory Control personnel before they will be removed from departmental inventory.

Items that are no longer useful to the department must be turned-in to the Inventory Control Warehouse, regardless of condition, be using the Inventory Form # 7 - Equipment Furniture Removal Request. Property may not be disposed of by the department without first going through Inventory Control.

Examples which require reporting:
   - a. change in building and room location
   - b. transfer to another department (account number, building and room number)
   - c. worn out or otherwise declared surplus (These items must not be discarded but transferred to Inventory Control; before a department may cannibalize worn out equipment, these items must be verified and approved by Inventory Control)
   - d. trade-in (must be reflected on Purchase Requisition and subsequent Purchase Orders)
   - e. any abandoned property found (report to University Police)

University property may be used for official University use only. Property will not be removed from University premises except by written formal authorization from vice presidents, deans, or department heads.

Departments not complying with these Policies and Procedures are subject to Personal Liability.