

Prepared by Property and Fund Management Office
This replaces Administrative Procedure A8.530 dated March 1995.

A8.530

A8.525 Federal Personal Property January 2002

p 1 of 1

A8.530 Storage and Movement

The University shall provide for adequate protection during movement and storage of all types of Federal property which includes movement from one point to another, for any purpose.

The Property Custodian is responsible to ensure that all property is properly stored when not in use. Such property must be protected from the elements when not in covered storage. When in covered storage, the property must be adequately secured by locked room doors or locked cabinets. Federal property must also be protected from damage which would be caused by stacking other items on or around the property, or placing property where it falls easily from the storage space.

Any movement of Federal property must be accomplished under proper authority supported by required documentation with sufficient care to protect the property. When property is transferred from one building to another for permanent use, or transferred from the Manoa campus to outlying points or other research areas, the Property Custodian shall notify the Inventory Management Section by the preparation of Form FMIS 74, Equipment Transfer, (available at <http://www.fmo.hawaii.edu/FMIS/pdf/fmis74.pdf>) showing the location change and forward the completed form to the Inventory Management Section. The memorandum shall be signed by the activity receiving the transferred items and the Inventory Management Section will ensure that the property records are adjusted to reflect such change(s) and location(s).