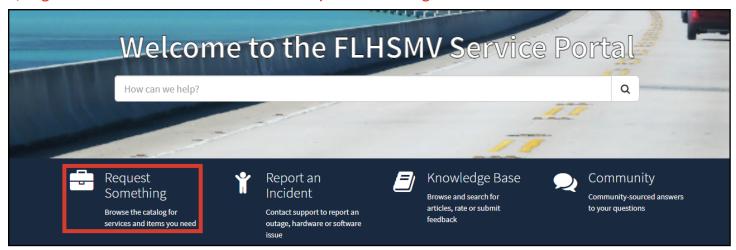
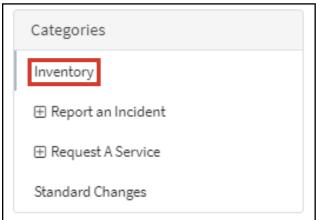
Inventory Asset Property Transfer

This procedure will identify the steps to process an inventory asset transfer for Custodian Delegates and Inventory Appointees.

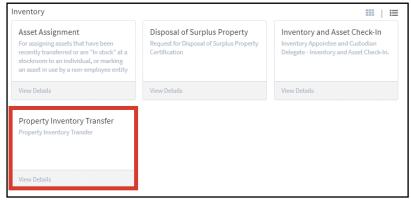
1) Log into the Service Portal and click the Request Something icon.



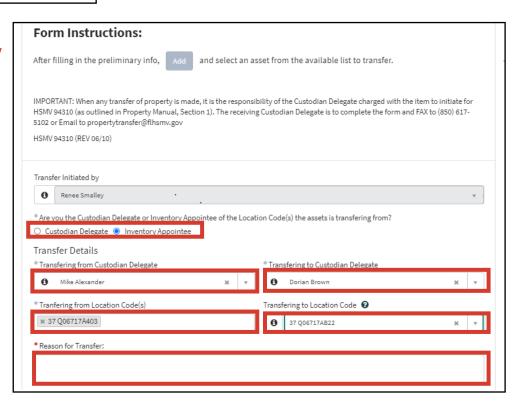
2) Under Categories, click on Inventory.



3) Click on Property Inventory Transfer request option.



- 4) Select whether you are a Custodian Delegate or Inventory Appointee by clicking the corresponding radio button. Note: Inventory Appointees will need to enter the name of the Custodian Delegate.
- 5) Enter the transfer details to include the Custodian Delegate's name who the property is transferring from and to, and the Location Code where the property is transferring from and to.
- 6) Enter the Reason for Transfer.

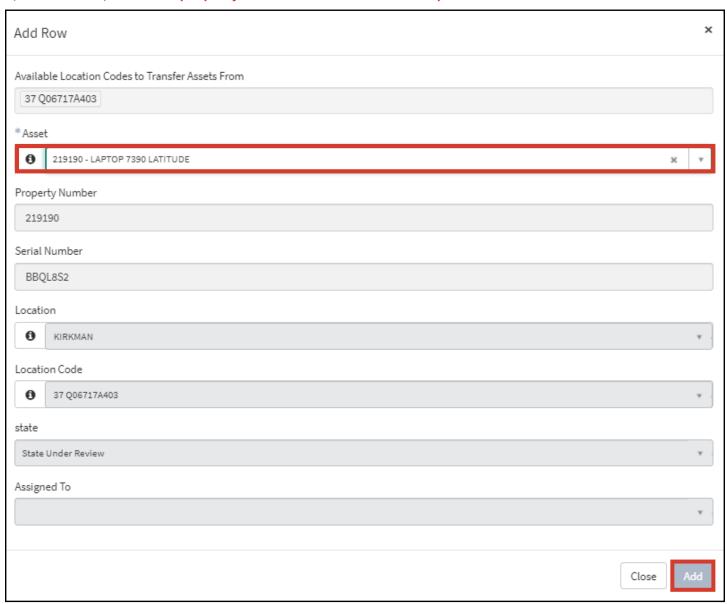


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7) Click the Add button.

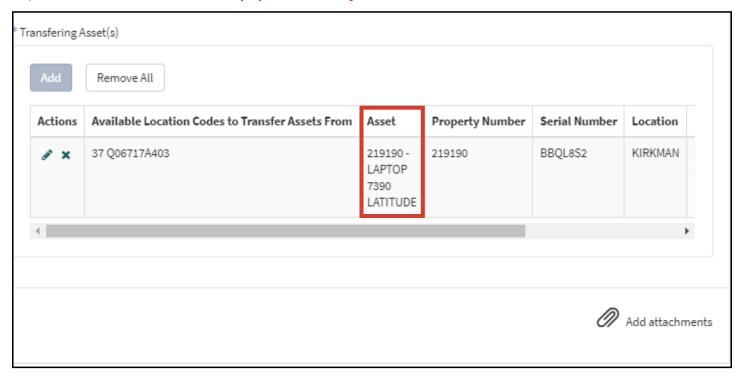


8) Under Asset, select the property item to transfer from the dropdown menu and click the Add button.



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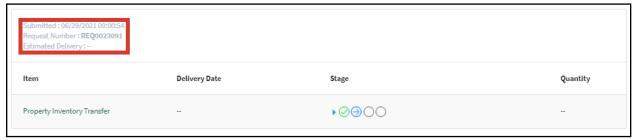
10) The Asset column will now be populated. Verify the Asset transfer is correct.



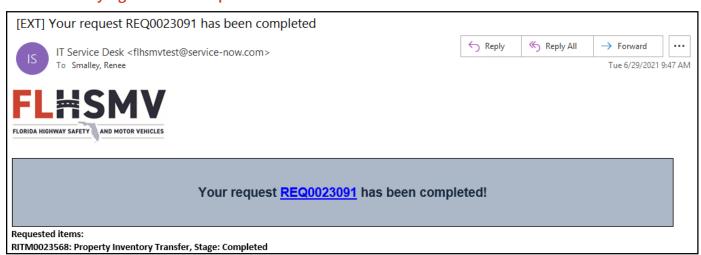
11) Click the Submit button.



12) Confirm your request has been submitted.



13) You will receive two email notifications for your request – one notifying you the request was created and one notifying once it's completed.



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