

CITY OF SAN DIEGO  
ADMINISTRATIVE REGULATION

SUBJECT	Number 45.20	Issue 3	Page 1 of 4
INTERDEPARTMENTAL TRANSFER OF CAPITALIZED PROPERTY	Effective Date November 14, 1988		

1. PURPOSE

1.1 To establish policies and procedures for transfers of surplus capitalized property.

2. POLICY

2.1 Capitalized Property means all City-owned personal property identified or subject to identification with property tags as required by Administrative Regulation 45.70.

2.2 Surplus Property means capitalized property in the custody of the Purchasing Department that is being held for potential use or eventual sale.

3. POLICY

3.1 To achieve optimum utilization of property, City departments should transfer all property in excess of operating requirements to the Purchasing Department for reassignment or disposal.

3.2 Surplus property shall be reassigned to departments on the basis of the greatest potential benefit or shall be disposed of by sale on the open market, whichever serves the best interest of the City.

3.3 Transfers of surplus property shall be requested and justified similar to new requests.

3.4 Budgeted requirements shall receive priority over unbudgeted requests. Unbudgeted items of basic office equipment shall be reassigned for justified requirements only.

(Supersedes Administrative Regulation 45.20, Issue 2, effective June 15, 1983)

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Authorized

(Signed by John Lockwood)

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CITY MANAGER

CITY OF SAN DIEGO  
ADMINISTRATIVE REGULATION

SUBJECT	Number 45.20	Issue 3	Page 2 of 4
INTERDEPARTMENTAL TRANSFER OF CAPITALIZED PROPERTY	Effective Date November 14, 1988		

4. RESPONSIBILITY AND PROCEDURE

Releasing Department  
or Agency

4.1 Prepares Property Transfer Advice, Form AC-397 signs as transferring department, and send the 1, 2 and 3 copies to the Purchasing Department. Retains the No. 4 blue copy. Arranges transportation of the property to surplus storage.

If the property can be hand carried, the releasing department may deliver it to any Purchasing Department Storeroom. The Property Transfer Advice Form must accompany the delivered property.

Purchasing Department

4.2 Upon receipt of the property, signs Form AC-397 as receiving department, assumes accountability, and distributes copies of Form AC-397:

White - Auditor & Comptroller  
Pink - File  
Yellow - Releasing Department

When the releasing department receives the yellow copy, match to blue copies out of pending file and send blue copy to Financial Management Department - Budget Section.

Auditor and Comptroller

4.3 Transfers accountability of the property to the Purchasing Department (Surplus Storage).

Purchasing Department

4.4 Reviews budgeted annual Outlay Requests to determine if any requirements can be filled by surplus property, and notified the Financial Management Department of recommended reassignments.

4.5 Periodically inspects surplus property and disposes of items beyond economical repair. Maintains list of serviceable items.

Requesting Department

4.6 Requests transfers of non-budgeted items by submitting a completed Form AC-397, accompanied by full justification, to the Financial Management Department.

CITY OF SAN DIEGO  
ADMINISTRATIVE REGULATION

SUBJECT	Number 45.20	Issue 3	Page 3 of 4
INTERDEPARTMENTAL TRANSFER OF CAPITALIZED PROPERTY	Effective Date November 14, 1988		

<u>Responsibility</u>			<u>Action</u>
<u>Financial Management</u>	4.7		Approves reassignments in lieu of purchase as recommended by the Purchasing Agent.
	4.8		In the absence of recommendations from the Purchasing Agent, reviews departmental requirements supported by adequate justification to determine reassignment.
	4.9		Approves Form AC-397 and sends all copies to the Purchasing Department.
<u>Purchasing Department</u>	4.10		Releases transferred property to the receiving department, obtains receipt signature, and assists with relocation of the property. Distributes copies of Form AC-397:  White - Auditor and Comptroller Pink - Receiving Department Yellow - Receiving Department Blue - Retain in Purchasing until Receiving Department returns yellow copy, match to blue then send blue copy to Financial Management/Budget Section.
<u>Receiving Department</u>	4.11		Makes arrangements to transport the transferred property to its new location, signs for receipt of the property, and assumes accountability. Sends signed yellow copy to Purchasing Department.
<u>Auditor and Comptroller</u>	4.12		Transfers accountability to the receiving department.

CITY OF SAN DIEGO  
ADMINISTRATIVE REGULATION

SUBJECT	Number 45.20	Issue 3	Page 4 of 4
INTERDEPARTMENTAL TRANSFER OF CAPITALIZED PROPERTY	Effective Date November 14, 1988		

APPENDIX

Subject Index

Interdepartmental Transfer of Capitalized Property  
Transfer of Property  
Property Transfer  
Surplus Property Transfer

Forms Involved

AC-397 Personal Property Transfer Advice

Administering Department

Purchasing Department