

# LOS ANGELES GENERAL MEDICAL CENTER POLICY

Subject: <b>EQUIPMENT: TRANSFER OF FIXED ASSETS</b>		Original Issue Date: 3/1/88 Supersedes: 10/22/19	Policy # <b>636</b> Effective Date: 1/31/23
Departments Consulted: Facilities Management Supply Chain Operations Environment of Care Subcommittee	Reviewed & approved by: Attending Staff Association Executive Committee Senior Executive Officer	Approved by: (Signature on File) Chief Medical Officer (Signature on File) Chief Executive Officer	

## PURPOSE

To provide guidelines for transfer of fixed asset equipment within the Los Angeles General Medical Center.

## POLICY

When property is transferred from one department or budget unit to another department or budget unit, the releasing unit shall be responsible for initiation of transfer documents. The receiving unit shall establish inventory records upon receipt of the transferred equipment. Supply Chain Operations must also be notified of all equipment moved from one location to another in the hospital by completion of an Equipment Locations Change Form.

When property is transferred by any DHS facility to any other County Department or division of the Department of Health Services the transferring department is responsible for initiation the transfer documents. This will be accomplished by Supply Chain Operations through the Auditor Controller.

## PROCEDURE

When fixed asset equipment enters the Los Angeles General Medical Center, an Auditor-Controller number (LA County Number) is assigned by Supply Chain Asset Management and affixed to the item, which is assigned a specific location.

- The HEMS Health Equipment Management System is the computer system that provides a perpetual fixed asset inventory.
- Any equipment loaned to another budget unit location shall be appropriately recorded and maintained by the assigned location.
- No movement of equipment is to occur without first notifying Asset Management at extension 6075.
- Completion of the Inventory Control Equipment Location Change form must be completed and approved by the Custodian of the department.

## RESPONSIBILITY

Administrators  
Department Managers  
Supply Chain Operations

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**PROCEDURE DOCUMENT**

Supply Chain Operational Procedures Manual

**REFERENCES**

DHS Policy #844, Loan of Equipment to Other Agencies  
DHS Policy #840, Fixed Assets Inventory and Control

**REVISION DATES**

September 1, 1994; October 20, 1998; April 9, 2002; February 24, 2004; June 10, 2008;  
September 23, 2008; July 10, 2012; September 8, 2015; June 17, 2016; October 22, 2019;  
January 31, 2023