

DEPARTMENT OF HEALTH SERVICES
COUNTY OF LOS ANGELES



SUBJECT: TRANSFER OF PROPERTY

POLICY NO. 841

PURPOSE:: To set guidelines for accountability of County property and to comply with established procedures related to the transfer of equipment.

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.

CROSS REFERENCE:: Fixed Assets Inventory and Control, Policy No. 840.

AUTHORITY:: Los Angeles County Fiscal Manual

EFFECTIVE DATE: Mar 01, 1988

SUPERCEDES:

APPROVED: Signature on File
