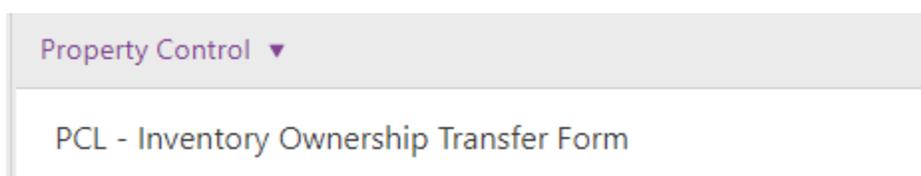


## Etrieve Inventory Ownership Transfer Form Guide

### Etrieve Inventory Ownership Transfer Form

To transfer TAGGED SLCC asset ownership, the Inventory Ownership Transfer (PCL) form must be submitted electronically via Etrieve Central Forms.

1. The forms can be found by:
  1. Navigating to MySLCC → Employee → Etrieve Central Forms  
or
  2. Visiting <https://etcentral.slcc.edu/>
2. Inventory Ownership Transfer (PCL) Etrieve Central Forms



### Filling Out an Inventory Ownership Transfer Form

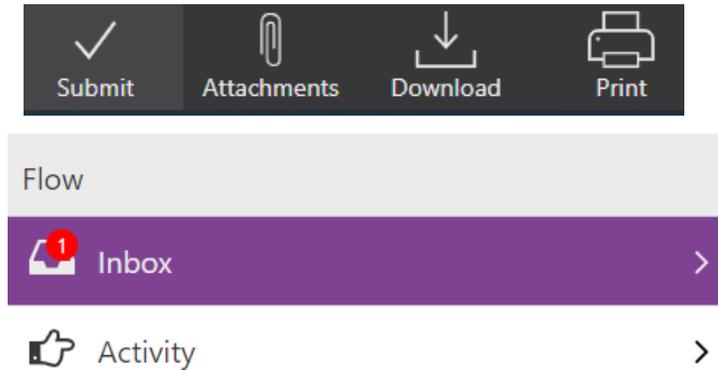
If you are transferring more than 20 assets, attach a PDF to the Etrieve form with a list of assets that need to be transferred.

Only use this form for TAGGED property.

1. Transferring **FROM** Budget Center Manager
  - i. Find the current custodian/Budget Center Manager (BCM) for the item(s) that need to be transferred **from**. This will be the CURRENT custodian/BCM relinquishing responsibility of the asset(s.)
  - ii. Type the BCM's slcc.edu email address in the search box and click 'Search'. The BCM's first name, last name, and username will auto-populate.
2. Transferring **TO** Budget Center Manager
  - i. Find the current custodian/Budget Center Manager (BCM) for the item(s) that need to be transferred **to**. This will be the NEW custodian/BCM accepting responsibility of the asset(s.)
  - ii. Type the BCM's slcc.edu email address in the search box and click 'Search'. The BCM's first name, last name, and username will auto-populate.
3. Assets to be Transferred
  - i. Asset Tag: Type the 5-digit asset tag number
  - ii. Asset Description: Type a description of the asset. Example: "Optiplex 7010" or "Stratasys 3D Printer" It is recommended that you copy and paste the description found on your inventory list.
  - iii. New Location: Type new location. If there is not a new location, enter NA
  - iv. New ORG: Type new ORG. If there is not a new ORG, enter NA
  - v. If you need to transfer more than 1 asset, use the + sign to add additional lines.

### Submitting an Inventory Ownership Transfer Form

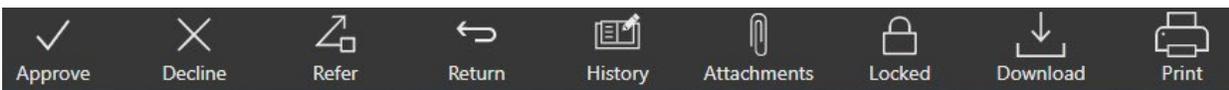
Once the form has been filled out, the submitter will click 'Submit'. The form will then route to the BCM for approval. This will show up as a task in the BCM's inbox.



The submitter will have access to the form after submission by selecting 'Activity' and clicking on the applicable form (if multiple forms have been submitted).



The BCM will have the option to approve, decline, return, or refer (send to another BCM). As an option, the BCM may leave a comment by clicking 'History' and typing in the comment box.



If you have additional questions, contact Cree McNulty.

Cree McNulty (she/her)

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