



**Technology Services  
Assets Team**

<b>SOP #</b>	TS-AAS-AS-007
<b>Revision #</b>	
<b>Implementation Date</b>	8/6/2015
<b>Last Reviewed/Update Date</b>	8/5/2015
<b>Approval</b>	

<b>Page #</b>	1 of 2
<b>SOP Owner</b>	Leonard Chance IV
<b>SOP Name</b>	Transfer Items from Room to Room

**Standard Operating Procedure**

**1. Purpose**

The purpose of this procedure is to document the proper way to record the relocation of technology assets within your campus.

**2. Scope**

This procedure is for any Technology Service Technician overseeing inventory at their campus.

**3. Prerequisites**

None

**4. Responsibilities**

The Technology Service Technician must record this process in TIPWeb-IT.



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**5. Procedure**

<b>#</b>	<b>Step</b>	<b>Responsibility</b>
1	The Technology Service Technician identifies the equipment that they would like to relocate in their campus and goes into the inventory management system (TIPWeb-IT) to create a Room-to-Room Transfer by selecting ROOM TO ROOM on the Tools Menu.	Technology Service Technician
2	The Technology Service Technician will select the room number where inventory is relocating to and enter the Cypress-Fairbanks asset tag number.	Technology Service Technician
3	The Technology Service Technician will verify the application code from the TAG/SERIAL SEARCH in TIPWeb-IT, updating as necessary.	Technology Service Technician