
Effective: 7/1/2002

ASU PCS Manual Revision Notice

Policy	Summary of Change
<p><u>PCS 002</u></p> <p>Property Control Organizational Chart</p>	<p>Revision of Policy</p> <p>Revised to update organizational chart</p>
<p><u>PCS 003</u></p> <p>Property Control Directory</p>	<p>Revision of Policy</p> <p>Revised to update directory to reflect personnel changes</p>
<p><u>PCS 005</u></p> <p>Table of Exhibits</p>	<p>Revision of Policy</p> <p>Revised to update PCS 002A and PCS 101B and to add PCS 506A, PCS 1002-09A, and PCS 1002-09B</p>
<p><u>PCS 101</u></p> <p>Capitalization of Property</p>	<p>Revision of Policy</p> <p>Revised to change “Office for Research and Sponsored Projects Administration” to “Purchasing and Business Services” as one of the entities interpreting this policy and to update exhibit</p>
<p><u>PCS 215</u></p> <p>Land/Building Purchase and New Building Construction</p>	<p>Revision of Policy</p> <p>Revised to change “Facilities Planning and Construction” to “Facilities Management” in the procedure</p>
<p><u>PCS 703</u></p> <p>Records Storage and Destruction</p>	<p>Revision of Policy</p> <p>Revised to update stock/order number and vendor for storage boxes</p>
<p><u>PCS 1002-01</u></p> <p>Surplus Property and Recycling—General</p>	<p>Revision of Policy</p> <p>Revised to update the information regarding the sale of ASU surplus vehicles</p>

<p><u>PCS 1002-09</u></p> <p>Off-Site Surplus Property Sealed Bid Sales</p>	<p>New Policy</p> <p>Added to provide guidelines for the sale of items that cannot be physically moved to the Surplus Property Warehouse</p>
<p><u>PCS 1101</u></p> <p>Stolen University-Owned Equipment</p>	<p>Revision of Policy</p> <p>Revised to update the procedure for handling the Property Relocation Authorization form and retirement Journal Voucher</p>
<p><u>PCS 1102</u></p> <p>Stolen Sponsor-Owned Equipment</p>	<p>Revision of Policy</p> <p>Revised to update the procedure for handling the Property Relocation Authorization form and Retirement Journal Voucher</p>

[PCS](#) manual | ASU policies and procedures [manuals](#) | [Search](#) manuals | PCS manual [contact](#) | Property Control Web [site](#)

[Back to Top](#)