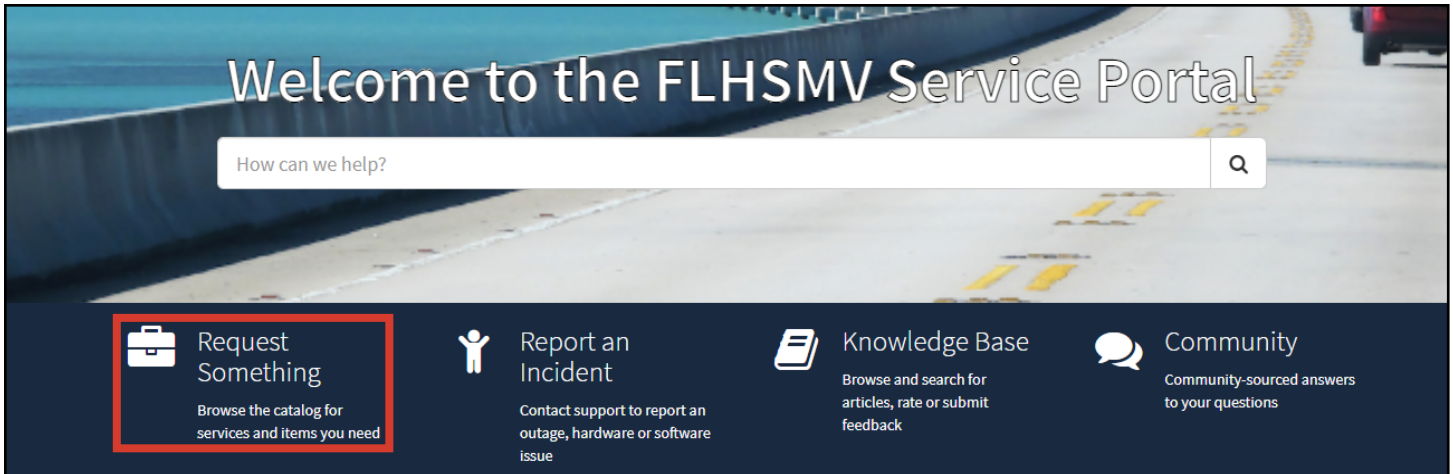


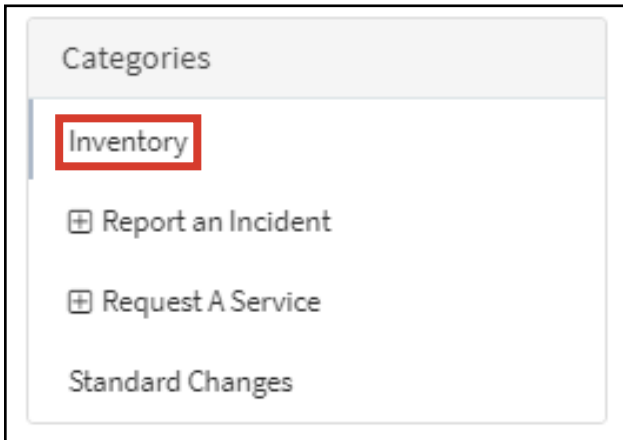
# Inventory Asset Property Transfer

This procedure will identify the steps to process an inventory asset transfer for Custodian Delegates and Inventory Appointees.

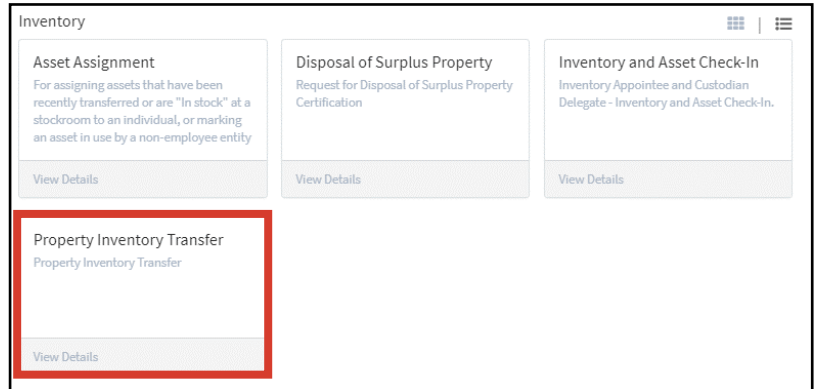
1) Log into the Service Portal and click the Request Something icon.



2) Under Categories, click on Inventory.



3) Click on Property Inventory Transfer request option.



4) Select whether you are a Custodian Delegate or Inventory Appointee by clicking the corresponding radio button. Note: Inventory Appointees will need to enter the name of the Custodian Delegate.

5) Enter the transfer details to include the Custodian Delegate's name who the property is transferring from and to, and the Location Code where the property is transferring from and to.

6) Enter the Reason for Transfer.

**Form Instructions:**

After filling in the preliminary info,  and select an asset from the available list to transfer.

IMPORTANT: When any transfer of property is made, it is the responsibility of the Custodian Delegate charged with the item to initiate for HSMV 94310 (as outlined in Property Manual, Section 1). The receiving Custodian Delegate is to complete the form and FAX to (850) 617-5102 or Email to [propertytransfer@flhsmv.gov](mailto:propertytransfer@flhsmv.gov)

HSMV 94310 (REV 06/10)

Transfer Initiated by  
Renee Smalley

\*Are you the Custodian Delegate or Inventory Appointee of the Location Code(s) the assets is transferring from?  
 Custodian Delegate  Inventory Appointee

Transfer Details

\*Transferring from Custodian Delegate: Mike Alexander  
\*Transferring to Custodian Delegate: Dorian Brown

\*Tranfering from Location Code(s): 37 Q06717A403  
Transferring to Location Code: 37 Q06717AB22


\*Reason for Transfer:

7) Click the Add button.

\* Transferring Asset(s)

**Add** Remove All

Actions	Available Location Codes to Transfer Assets From	Asset	Property Number	Serial Number	Location	Loca
No data to display						

 Add attachments

8) Under Asset, select the property item to transfer from the dropdown menu and click the Add button.

Add Row ✕

Available Location Codes to Transfer Assets From

37 Q06717A403

\*Asset

**219190 - LAPTOP 7390 LATITUDE** ✕ ▼

Property Number

219190

Serial Number

BBQL8S2

Location

**KIRKMAN** ▼

Location Code

**37 Q06717A403** ▼

state

State Under Review ▼

Assigned To

Close **Add**

10) The Asset column will now be populated. Verify the Asset transfer is correct.

Transferring Asset(s)

Add Remove All

Actions	Available Location Codes to Transfer Assets From	Asset	Property Number	Serial Number	Location
	37 Q06717A403	219190 - LAPTOP 7390 LATITUDE	219190	BBQL8S2	KIRKMAN

Add attachments

11) Click the Submit button.

Submit

12) Confirm your request has been submitted.

Submitted : 06/29/2021 09:00:54  
Request Number : REQ0023091  
Estimated Delivery : --

Item	Delivery Date	Stage	Quantity
Property Inventory Transfer	--		--

13) You will receive two email notifications for your request – one notifying you the request was created and one notifying once it's completed.

[EXT] Your request REQ0023091 has been completed

IT Service Desk <flhsmvtest@service-now.com>  
To Smalley, Renee

Reply Reply All Forward

Tue 6/29/2021 9:47 AM

**FLHSMV**  
FLORIDA HIGHWAY SAFETY AND MOTOR VEHICLES

Your request [REQ0023091](#) has been completed!

Requested items:  
RITM0023568: Property Inventory Transfer, Stage: Completed