ETR – EQUIPMENT TRANSACTION RECORD PROCEDURES

ETR’s are used to track the movement of material on and off the campuses or to document inventory updates for capitalized equipment. Examples are: moving equipment from one location to another, transferring ownership from one department to another, returning material to a vendor for credit or repair, and reporting capitalized equipment as lost or stolen. The department that needs to move material or transfer ownership initiates the ETR. The inventory owner of the equipment has the responsibility to make sure equipment is not moved without a completed ETR. The Purchasing Dept. is responsible for the coordination and physical movement requested via the ETR. When filling out an ETR, please apply enough pressure to ensure all pages of the multi-part form are legible.

Click here to see some common examples of ETR forms with additional information.

There are four (4) main stages in the ETR process: (1) initiating by the Requesting Department, (2) notifying the Purchasing Department, (3) acknowledging receipt, and (4) maintaining ETR records. Each stage is discussed below.

I. INITIATING BY THE REQUESTING DEPARTMENT

A. Fill out the following ETR areas:
   - INITIATING DEPT – Department Name of the Requester
   - By – Name of Individual requesting the ETR action
   - DATE – Current date, the initiation date
   - TO – Purchasing Department (all ETR’s are addressed to Purchasing)
   - PHYSICAL MOVE COMPLETED? – If physical move required, fill in based on status.
     - YES indicates MOVE already done. The Releasing and Receiving departments must sign and date where indicated at the bottom of the form. (For intra-department move, the Releasing and Receiving department would be the same.)
     - NO indicates that the move has not yet been done and Purchasing department needs to schedule it accordingly.
     - N/A indicates physical movement is not applicable to this ETR.
   - EQUIPMENT INVENTORY NUMBER – Fill in DMC tag number, if applicable; inventory records cannot be updated if you fail to supply the DMC tag number.
   - QUANTITY – Accuracy is important; personnel picking up items to be moved rely on this tally as a check point; discrepancies will be noted by the warehouse and discussed with the requester.
   - ARTICLE – Description of the item(s)
     - Information required for material being returned to a vendor.
       - Vendor ship-to address.
       - Shipping method (indicate if the vendor is scheduling the pickup of the material).
       - Insurance value.
   - FROM / TO – Location where item will be picked up from and delivered or shipped to; please list:
     - Building Name (See Current Building Code List) for official Del Mar Building Names & Codes
     - Room Number
     - If Vendor Return or off campus move, enter destination name in the “TO" area
   - REMARKS – Provide additional information for why the item is being moved.
     - Include pertinent information such as stating a computer needs repairs before re-issuing.
- Provide the Account number for billing any upcoming shipping fees for returned goods.
- Provide the Return Material Authorization number issued by a vendor for returned goods.

**ETR PURPOSE – Reason for preparing ETR – Check One:**

- **Inventory Adjustment** – To adjust the capital equipment inventory records for tagged equipment. Covers items no longer on campus due to loss, theft, trade-in, scrap, etc. and also items that need to be added back to the inventory listing (a re-entry).

- **Equipment Transfer** – To adjust the capital equipment inventory records for movement of tagged equipment from one location and/or department to another.

- **Hand Receipt** –
  - To request and/or record a temporary transfer such as sending to another location for repair of tagged capital equipment. In this instance, the item remains in the initiating department’s inventory and the initiating department shall keep a file copy of the ETR for follow-up that the item is returned.
  - To request the movement of materials from "A" to "B" temporarily.

- **Shipped** – To request that material be picked up by Purchasing and shipped off campus. Also for use by Central Receiving to record that an item has been turned over to a common carrier. Unless recipient is paying for shipping, provide College budget account number.

- **Delivered from Warehouse** – To request that Purchasing deliver materials from warehouse surplus or storage.

- **Return to Vendor** – For use if item recently purchased or under warranty is to be sent back to the Vendor or to a warranty service center.
  - Check reason (credit, exchange or warranty) in space below.
  - Show Purchase Order and RMA Number in Remarks.
  - Show shipping information in Articles.
  - If this is tagged capital equipment, the item remains in the owner department inventory until the Vendor transaction is concluded.

**STATUS OF MATERIAL – Check one.**

- **Active** – Item is in use and operational.

- **Surplus (for Re-issue)** – Surplus property is personal property that is not scrap (see below) or items routinely discarded as waste. The item no longer needed by the initiating department, it possesses some usefulness for the purpose for which it was intended and is available for transfer to any other department or disposition by Purchasing as appropriate. (Include in the Remarks area if repairs are needed before re-issue can take place.)

- **Stored** – Purchasing will store the item until requester gives further direction via another ETR. If tagged equipment, item will remain on the requester’s inventory in a stored vs. active status.

- **Lost/Stolen** – Consult Purchasing/Property Accounting for lost or stolen material. The Dept. must report item first to our Safety Dept. Subsequent ETR must include a letter of explanation addressed to VP-Business & Finance as attachment.

- **Scrap** – Scrap or salvage property covers property, other than items routinely discarded as waste, that because of use, time, accident or other cause is so worn, damaged or obsolete that it has no value for the purpose for which it was originally intended. Scrap status can also apply to a piece of equipment that has been cannibalized for the purpose of using its parts for repair of other equipment. Purchasing will determine the appropriate method for disposal of scrap Material. Any income received from a recycler must be forwarded, with receipts, to the Director of Purchasing for recording and transfer to the Business Office. No one is authorized to remove
any property owned by the College and deliver it to a recycler, auctioneer or other agency for personal gain.

- Misc – Option used if exception to any status listed above. Consult Purchasing before use.

- **RELEASING DEPARTMENT** – Complete this section with your signature, your Dept. name, and date.

- **RECEIVING DEPARTMENT** – To be signed when physical transfer of the material is complete. If "Move Complete?" entry at top of form indicates **YES**, then signatures of Releaser and Receiver with transfer date are needed.

B. Remove the Yellow copy of the multi-part ETR Form for your records

C. Send the ETR to the Purchasing Dept. via campus mail. For items to be shipped and/or hand receipts, you may mail along with the ETR provided it is small enough to fit in the office envelope.

II. NOTIFYING THE PURCHASING DEPARTMENT

A. Upon receipt by the Purchasing Department, the ETR is date/time stamped;

B. After Purchasing Director’s review and approval process, the ETR is sent to one of several places depending on the scenario--- Warehouse area for intermediate processing; Property Accounting for direct update to tracking system on our tagged items: Buyer for returns to Vendor, depending on the scenario.

Note – Warehouse intermediate step occurs when the MOVE COMPLETE? box is a NO on equipment move requests. The Requester may also want to arrange for the Warehouse to sign the Yellow ETR copy when pickup is made—particularly for Surplus/Scrap requests.

III. ACKNOWLEDGING RECEIPT ---- BY DEPARTMENT / COMPANY / OR SHIPPER

A. Recipient must sign for item in lower right hand section when delivery is made. It is important to list the Department name also. The Recipient should retain the Pink copy of the multi-part ETR Form.

B. Following are the three typical receipt scenarios:

- Del Mar Department representative signs as Receiver once Warehouse delivers item; pink copy removed and kept by Receiver;

- Outside Company representative signs as Receiver once Warehouse coordinates delivery to them; pink copy removed and kept by outside Company;

- Freight Company personnel signs as Receiver once Warehouse Shipping personnel completes paperwork to ship item off campus; pink copy removed and kept by Freight company.

IV. MAINTAINING ETR RECORDS

The Purchasing Department maintains the Blue copy of the multi-part ETR form for a period of five years. The Property Accounting Department does the same using the White copy of the multi-part ETR form covering tagged equipment items. It is recommended that any area signing off as the Releasing Dept. maintain the Yellow copy a minimum of two years. The Yellow copy becomes backup for any inventory questions and reconciliations required during our mandatory annual physical inventory cycles.