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## Procedures

### Transferring an Asset

- The Office Point of Contact (POC) is responsible for transferring assets assigned to the office.
- The Office POC will complete the appropriate transfer form.
  1. Transfer to a School District Form
  2. Transfer within the Agency – FA1
- After completion of the appropriate form, the POC will request an eTicket for pickup of the item.

<https://eservices.ed.sc.gov/MRcgi/MRentrancePage.pl>

User ID - full work email address: \*\*\*\*\*@ed.sc.gov

Password – SCDE computer login password



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- The Asset Accountant and/or CIO Equipment Manager will receive notification that an eTicket has been created.
- The Asset Accountant will schedule a pick-up date and time for Furniture.
- The CIO Equipment Manager will schedule a pick-up date and time for IT Equipment.