5-04/190.30 - Transfer of Acquired Unclaimed Property

After the items are labeled/tagged and ready for pickup, the Central Property custodian shall notify the Inventory Control Unit, Fiscal Administration, and the division budget representatives.

Items should be picked up from Central Property within five business days after notification or they may be reallocated to another unit or be disposed of by the Central Property custodian.

All items transferred for Department acquisition shall be updated in PRELIMS with the tag number, if appropriate, name of unit and individual items released to, and the signed copy of the *Request for Property Acquisition* (SH-AD-558) shall be scanned into PRELIMS.