

TRANSFERRING PROPERTY (February 2016)

2842

PROPERTY TRANSFER REPORT FORM - DGS STD 158 (February 2016)

2842.1

Internal Transfer of Property: CAL FIRE offices are not required to complete the DGS STD 158 if transferring the property within the Department. The office is required to record the transfer of property by entering the property information (decal, serial number, description, etc.) in its internal Inventory Tracking System for tracking, and the receiving department must record the receipt of the property in its internal tracking system. It is important to include the new location of the transferred property for inventory and audit purposes.

http://www.documents.dgs.ca.gov/sam/SamPrint/new/sam_master/rev427sept14/chap3500/3520.3.pdf

<http://calfireweb/library/forms/std158.doc>

Outside Agency Transfer of Property: Transferring property to an outside state agency will require a DGS STD 158 to be completed and submitted to the SPC for approval from DGS. The CAL FIRE office shall list all property to be transferred, including decal number, description, and serial number (if applicable). The STD 158 does not require a signature, but the office must attach a memo, email, or statement from a Supervisor or Manager approving the transfer of property to an outside state agency to the form. Once the STD 158 has been approved by DGS, the SPC will forward the document to the CAL FIRE office.

- Arrangements should be made to transfer the property to the outside state agency.
- Before transfer, all CAL FIRE property tags must be removed.
- The CAL FIRE office should keep a copy of the approved DGS STD 158 form for its files.
- The property transferred must be recorded in the internal Inventory Tracking System for tracking and audit purposes.

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