



DEPARTMENTAL POLICIES & PROCEDURES

Department Name: **COLLEGE OF NURSING, KING SAUD BIN
ABDULAZIZ UNIVERSITY FOR HEALTH SCIENCES**

Region: **CENTRAL REGION**

Subject: **TRANSFER PROPERTY AT COLLEGE OF NURSING-RIYADH**

Original Date: **06 NOVEMBER 2016**

Revised Date: -

Reference Number: **DPP-319652-001-016**

Replacement:

Applicable: **This policy applies to all properties within the College of Nursing-Riyadh at King Saud bin Abdulaziz University for Health Sciences.**

1. PURPOSE

To define policies and procedures of College of Nursing-Riyadh at King Saud bin Abdulaziz University for Health Science regarding transferring college property from one room to another or department to another.

2. DEFINITIONS

- 2.1 **Inventory Database** a list of all furnitures and equipment within the college building assigned to different departments and staff members.
- 2.2 **HRS** Help Request System
- 3.3 **KSAU-HS** King Saud bin Abdulaziz University for Health Sciences
- 3.3 **CON-R** College of Nursing -Riyadh

3. POLICY STATEMENTS

- 3.1 All furniture and equipment are to be remained in the designated area or department.
- 3.2 Request for transfer of furniture and equipment from CON-R premises to outside must be approved by the authorized signatory.
- 3.3 Transferring of college property between staff member without request through the HRS is strictly prohibited.

4. PROCEDURES

- 4.1 Each staff member requesting to move any college property from one room to another in the same department and/or on different department shall submit a request through the HRS.

