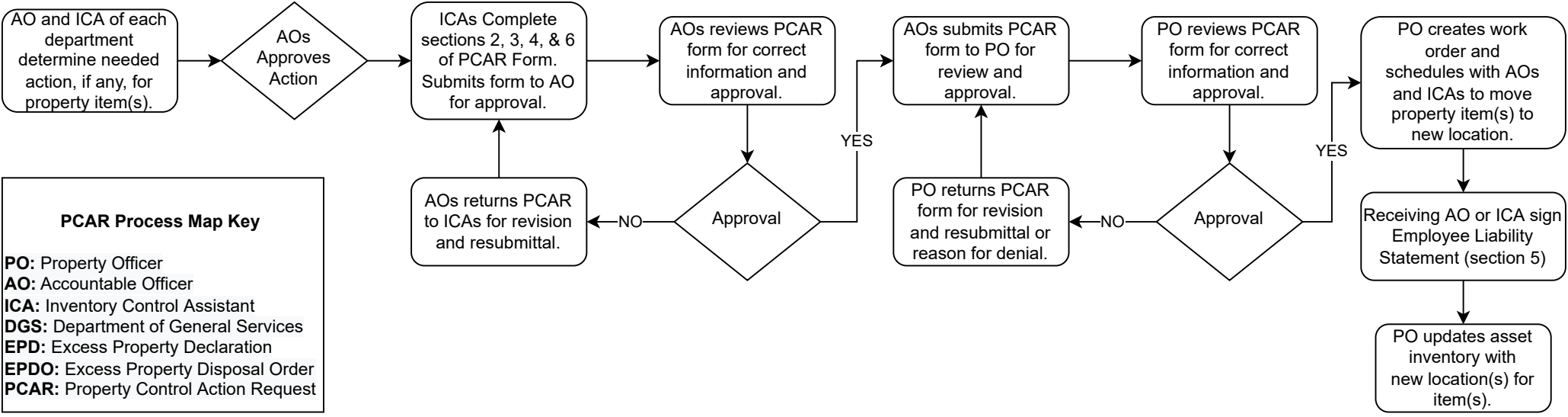
AO and ICA of each department determine needed action, if any, for property item(s).
AOs Approves Action
ICAs Complete sections 2, 3, 4, & 6 of PCAR Form. Submits form to AO for approval.
AOs reviews PCAR form for correct information and approval.
Approval
YES
NO
AOs returns PCAR to ICAs for revision and resubmittal.
AOs submits PCAR form to PO for review and approval.
PO reviews PCAR form for correct information and approval.
Approval
YES
NO
PO returns PCAR form for revision and resubmittal or reason for denial.
PO creates work order and schedules with AOs and ICAs to move property item(s) to new location.
Receiving AO or ICA sign Employee Liability Statement (section 5)
PO updates asset inventory with new location(s) for item(s).
PCAR Process Map Key
PO: Property Officer
AO: Accountable Officer
ICA: Inventory Control Assistant
DGS: Department of General Services
EPD: Excess Property Declaration
EPDO: Excess Property Disposal Order
PCAR: Property Control Action Request