



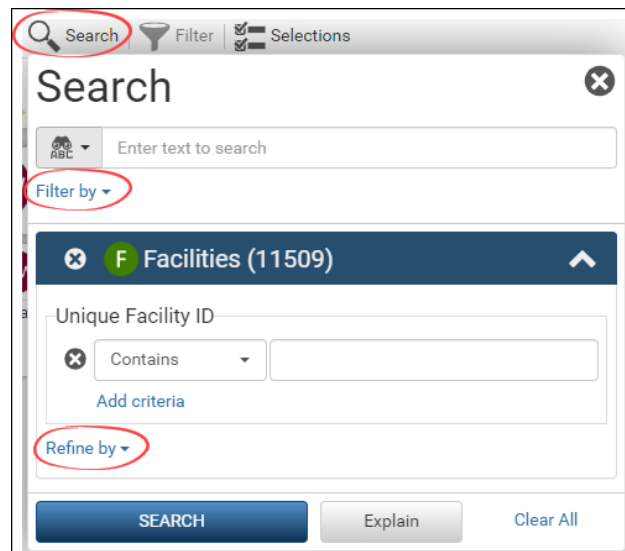
Transfer an Owned Facility

In limited cases, an agency may need to transfer an owned facility to another agency. The current obligated agency will need to request the transfer through the system.

- ✓ The status of the Owned Facility should be changed to Transfer-Transfer between two state agencies.
- ✓ A comment should be added in the Owned Facility table noting the agency receiving the transfer.
- ✓ Please contact your [Facilities Analyst](#) or send an email to ofmfacilitiesoversig@ofm.wa.gov once these updates have been made. OFM will assist agencies with the remaining system updates.

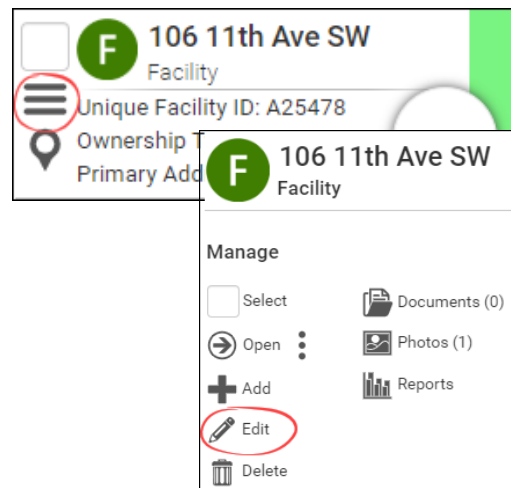
1. Navigate to the Facility tile

- A. Click the  Search button on the data explorer toolbar
- B. Click **Filter by** and choose **Facilities** from the dropdown menu
- C. Click **Refine by** and choose **Unique Facility ID** from the dropdown menu
- D. Enter the UFI
 - If you need to locate a UFI, run the Owned Facilities Inventory report from the agency tile.
- E. Click the  button

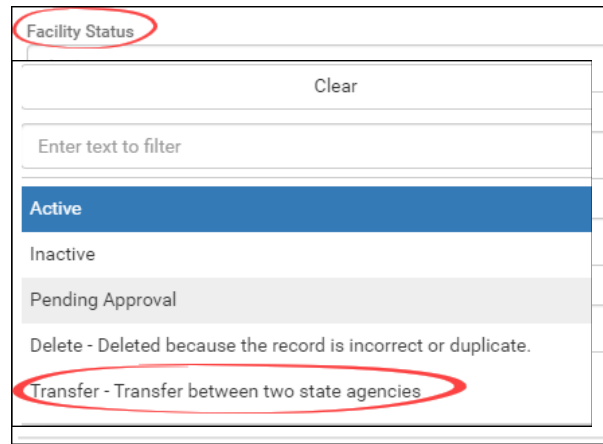


2. Click the menu button

3. Click Edit



4. Change the status to Transfer-Transfer between two state agencies



Facility Status

Clear

Enter text to filter

- Active
- Inactive
- Pending Approval
- Delete - Deleted because the record is incorrect or duplicate.
- Transfer - Transfer between two state agencies

5. Add a comment that indicates which state agency the facility is being transferred to

6. Click SAVE AND CLOSE

7. Notify OFM of the requested transfer




HRMS ?

Yes

Comment

Edit Geometry



SAVE AND CLOSE Cancel