



Overview

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

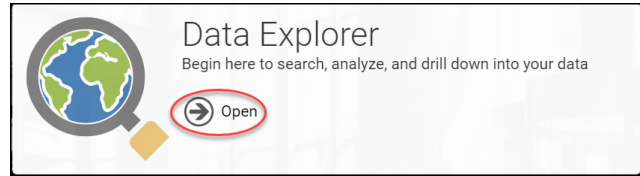
- ✓ The status of the Facility table should be changed to Transfer-Transfer between two state agencies.
- ✓ A comment should be added in the Facility table noting the agency receiving the transfer.
- ✓ Please contact your [Facilities Analyst](#) or send an email to ofmfacilitiesoversig@ofm.wa.gov once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


Contents

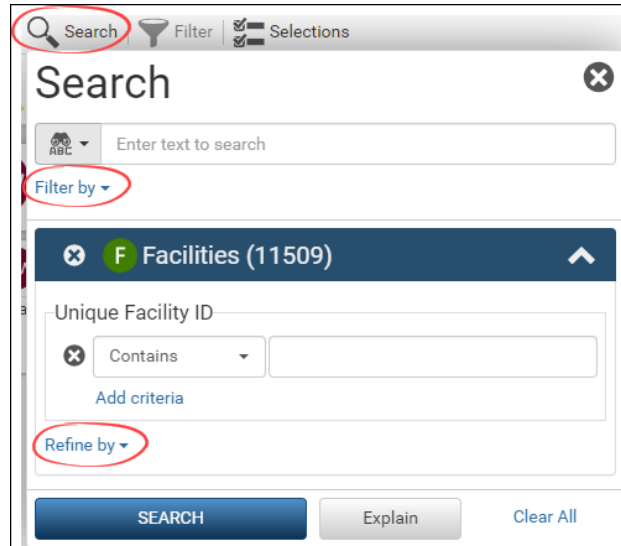
Overview 1
Navigate to the Facility Tile..... 2
Request Transfer..... 2

Navigate to the Facility Tile

1. Open the Data Explorer module.





- 2. Select the  Search button on the data explorer tool bar.
- 3. Select **Filter by** and choose **Facilities**.
- 4. Select **Refine by** and **Unique Facility ID**.

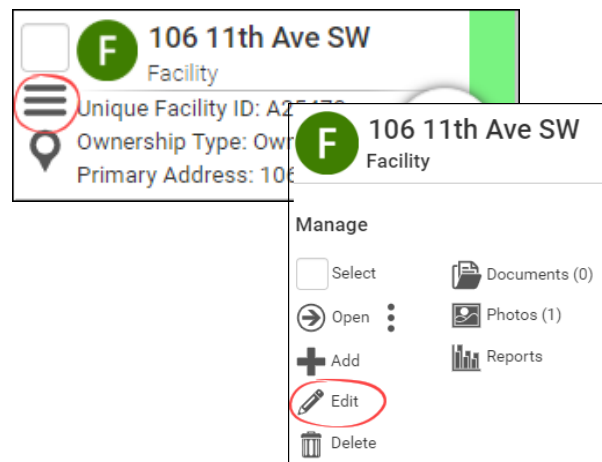


5. Enter the UFI
 → If you need to locate a UFI, run the Owned Facilities Inventory report from the agency tile.

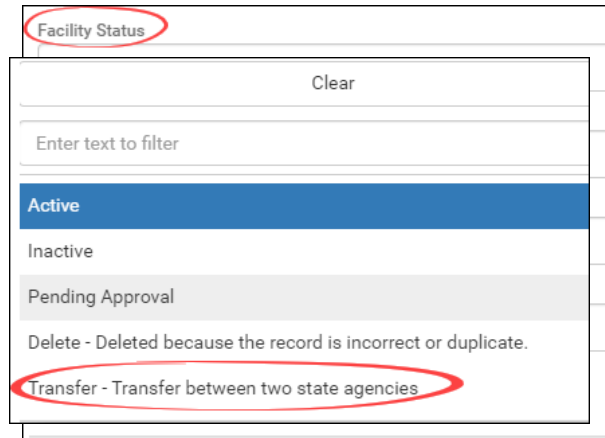
6. Select 

Request Transfer

- 1. Select the  menu button on the Facility tile.
- 2. Select  Edit



3. Update the Facility 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. Select SAVE AND CLOSE.

7. Notify OFM of the requested transfer via ofmfacilitiesoversig@ofm.wa.gov.

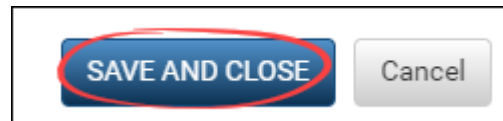


HRMS ?

Yes

Comment

Edit Geometry



SAVE AND CLOSE Cancel