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.

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Navigate to the Facility Tile

1. Open the Data Explorer module.

2. Select the button on the data explorer tool bar.

3. Select and choose Facilities.

4. Select 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 SEARCH

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 screenshot]

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](mailto:ofmfacilitiesoversig@ofm.wa.gov).

   ![Comment screenshot]