Sale or Transfer of Research Equipment

I. Permanent transfer or sale of research equipment reduces disruption to faculty research when the faculty member leaves University employment for another institution. The transfer or sale can reduce the cost to the grant or contract while providing an efficient disposition of equipment no longer needed by the University.

II. Permanent transfer or sale of research equipment must follow state and federal rules, and be in the best interest of the University.

III. Equipment bought with Federal, Grant or other gifted funds may be prohibited from transfer or sale by contractual arrangement.

IV. Equipment purchased with University-controlled funds is subject to sale under the following circumstances:
   A. A research faculty member requests the sale or transfer of equipment.
   B. The Dean of the School or College, in which the equipment is assigned, reviews the request based on the following criteria:
      1. The equipment is no longer useful.
      2. The equipment qualifies as surplus.
      3. The University's ownership is established.
      4. There are no federal, grant, or gift contract prohibitions against the transfer or sale.
   C. If the request meets the requirements, then the Dean:
      1. Completes a Request to Permanently Transfer/Sell Research Equipment (available on Purchasing Forms page).
      2. Forwards the form to the Manager of Purchasing.
   D. The Manager of Purchasing reviews and completes the Purchasing’s Determination section of the form after verification of the following:
      1. Coordinates with Accounting Services to verify ownership of the equipment on the capital equipment inventory database.
      2. The funding source for the equipment.
      3. The College or Department with custodial rights.
      4. The prohibitive clauses or agreements that may be involved with the sale or transfer of the equipment.
      5. The acquisition cost.
      6. The original date of purchase.
      7. Compliance with surplus property rules governing the sale or transfer.
   E. If the equipment cannot be transferred or sold, the forms are returned to the Dean stating reasons for rejection. If transfer or sale is approved:
1. If the property was purchased with state funds, the sale is negotiated with the receiving university. Negotiations are accomplished among the approving Dean, the requesting faculty member, Purchasing and the receiving university member.

2. When the transfer or sale is complete, Accounting Services is notified to record the sale or transfer of the equipment from the capital equipment inventory database.

V. Transfer or sale of equipment, for which the Federal Government retains the title, must be handled by required procedures in the Graduate School Office of Research Services and Initiatives.

Questions regarding Sale of Transfer of Research Equipment should be addressed to Purchasing.