

Missouri University of Science and Technology  
Office of Sponsored Programs

Guidance: **Transfer of Equipment**

**Requirements**

In accordance with 2 CFR Part 215.34(f)(iv) and (2), formerly OMB Circular A-110, *equipment records shall be maintained accurately to include whether title vests in the recipient or the Federal Government and equipment owned by the Federal Government shall be identified to indicate Federal ownership.* Furthermore, in accordance with University of Missouri Business Policy 407 property and capital equipment policy, *each campus must maintain official inventory records for all University owned property which has a single item a cost of over \$5,000 or is a gift of equal value and with a useful life of one year or more.* Additionally, in accordance with 2 CFR Part 220(J)(15)(a), formerly OMB Circular A-21, *contributions or donations, including cash, property, and services made by the institution, regardless of the recipient, are unallowable.* Therefore, to remove equipment from Missouri University of Science and Technology prior written authorization from the “owning” entity must be granted.

**Federally Owned Equipment**

If a faculty member is transferring to another university and continuing a project, equipment will be transferred to that university utilizing the *Equipment Transfer Approval Form*.

**Procedure:**

1. Faculty member fills out *Equipment Transfer Approval Form* located under the forms section of the Office of Sponsored Programs website.
2. PI, Department Chair and Vice Provost for Research indicate approval by signing *Equipment Transfer Approval Form*.
3. Senior Inventory Clerk notes transfer of equipment on Inventory Listing, signs *Equipment Transfer Approval Form* and returns form to Sponsored Program’s account manager for filing purposes.
4. Faculty member transfers equipment to new university.

If faculty member is transferring to another university and not continuing a project, a request to the Federal Government is submitted seeking permission to dispose of equipment per guidelines listed in 2 CFR Part 215.34(g).

**Procedure:**

1. Faculty member fills out *Equipment Transfer Approval Form* located under the forms section of the Office of Sponsored Programs website.
2. PI, Department Chair and Vice Provost for Research indicate approval by signing *Equipment Transfer Approval Form*.

3. Faculty member submits written request to Sponsor seeking permission to transfer equipment to new university.
4. Within 120 calendar days, Sponsor will authorize sale, shipment to new university or other.

If permission to sell the equipment is granted, \$500 or ten percent of proceeds is retained by recipient. If instructed to ship elsewhere, recipient is reimbursed shipping costs and the percentage of their participation in cost of original project to current fair market value of the equipment. If instructed to otherwise dispose of, recipient will be reimbursed for costs associated.
5. If permitted, Senior Inventory Clerk notes transfer of equipment on Inventory Listing, signs *Equipment Transfer Approval Form* and returns form to Sponsored Program's account manager for filing purposes.
6. Faculty member transfers equipment to new university.

## University Owned Equipment

If a faculty member would like to move equipment with them, when transferring to another university and not continuing a project, a request to the University of Missouri-Rolla's Procurement Department should be submitted per guidelines listed under *Surplus Property*.

### Procedure:

1. Appropriate dean, director or department chairperson submits notification of surplus by completing the on-line form—UM Form 27, located at, <http://itweb.mst.edu/auth-cgi-bin/cgiwrap/prchsrplus/surplus.pl>, printed memo, or electronic mail sent to: mstpurch@mst.edu.

Notification should include a description of item, location, inventory control number and must include a PeopleSoft MO Code to receive credit for portion (if any) of the net proceeds of item sold.

2. Faculty member contacts Chief Procurement Officer of interest in items declared surplus and negotiates sale. Transfer of funds will be completed by Campus Procurement Services.
  - Procurement Services will reimburse the originating campus department 90% of the sale price.
  - Campus department and/or buyer is responsible for any/all shipping or delivery costs.
3. If surplus items are not sold within a period of time, they are made available for public sale. Surplus items are sold by MISSOURI UNIVERSITY OF SCIENCE AND TECHNOLOGY Procurement Services on eBay in a public auction or in a special circumstance by sealed bid.
  - Procurement Services will reimburse the originating campus department 65% of the sale price minus any fees.
  - Campus department and/or buyer is responsible for any/all shipping or delivery costs.