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## Guidance MEMORANDUM-01

### Transfer of Equipment

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](#).
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](#).
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 Missouri University of Science and Technology Procurement Department should be submitted per guidelines listed under *Surplus Property*.

#### **Procedure:**

1. Appropriate department chairperson or director submits notification of surplus by completing the on-line form—UM Form 27, located at, <http://itweb.mst.edu/auth-cgi-bin/cgiwrap/prchsplus/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. If no need exists in other departments or divisions, or other campuses as determined by the Campus Procurement Service Center, the value of the item will be determined by the Campus Procurement Service Center, and the property will be disposed of by the following methods:
  - Items valued at less than \$100 may be sold by the Campus Procurement Service Center by direct sale, auction or sealed bids.
  - Items valued at more than \$100 will be sold by public auction or sealed bids unless the Chief Procurement Officer determines it is in the best interests of the University to sell by other methods.

**BASIS:** Purchasing Policy Manual—801 *Equipment*, and BPM—308 *Resale, Sale or Disposal*

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