



Department Administrative Policy and Procedures

Subject: **UW Guidelines for Equipment Transfers for Departing Faculty**

Effective Date: June 1, 2020

I. **PURPOSE**

The purpose of this guideline is to provide guidance to ensure that requests for equipment transfers by departing faculty meet the requirements of federal, state, and University of Wyoming regulations.

The policy is applicable to all schools, departments, units, and personnel of the University of Wyoming (“University”) involved in administering sponsored awards.

II. **DEFINITIONS**

A. **Department Head**

Department Head is used throughout this guideline. It is recognized that the University receives sponsored projects that reside in single departments, multiple departments, and in some instances the University receives institutional awards. In cases where projects exist in multiple departments or for institutional awards, for purposes of this guideline the role of Department Head will be served by the Project Director of the project.

III. **POLICY**

A. **Applicability**

The following procedures apply to capital equipment which is defined as having an acquisition cost of \$5,000 or more and a useful life of more than 1 year.

B. **Determining Title**

1. **Who owns the equipment?** This will either be the University or the sponsoring agency. The University would typically have title to equipment purchased with grant funds when standard terms apply.
2. **If the Sponsoring Agency retains title or has control over the equipment:**
 - If the grant is ongoing, it is standard practice to transfer the equipment with the project and the PI is required to utilize the equipment to further project goals.
 - ORED, Research Services must obtain sponsor approval for the transfer.

- If the transfer is approved, the University Operations will coordinate transfer to the receiving university. Transfer cannot occur until approval from the Sponsoring Agency is received.
3. **If title resides with the University:** If the award is closed, the University typically has title and university policy applies.
 4. **Determine need:** If the University owns the equipment and the award has ended, the Department Head must determine if the equipment is still needed within the department for research, teaching, or outreach.
 - If there is still a need for the equipment in the department then the request should be denied.
 - If the Department has no need for the items, the Department Head will declare the property surplus and complete the Surplus Property Disposition Form available at: http://www.uwyo.edu/administration/financial-affairs/_faffles/docs/asset-management/property-disposition---request-2019.pdf
 - The Department Head may recommend a price but it will reviewed by Surplus Property.
 - If there is no need for the equipment items, the new home institution may purchase the equipment. Surplus Property Office will coordinate this with the new institution and bill that organization.
 - Recovered funds will be returned to the originating University department.

C. Procedures

The University Equipment Sales/Transfer Request form (attached) should be completed by the person/PI requesting permission to buy/transfer equipment. A list of equipment, including description, University tag number, manufacturer, serial number, University funding source, and sale price approved by University Operations (Surplus Property) should be attached.

1. Equipment purchases funded with sponsored program funds require the form to be forwarded to:
 - Department Head for approval
 - College Dean for approval
 - Office of Sponsored Programs (OSP) for review of Agency Compliance
 - Office of Research and Economic Development (ORED) for approval

If all approvals are granted, the original letter and attachments will be sent to the Surplus Property Office with copies sent to OSP, ORED, and the originating department. The Surplus Property Office will provide any invoices needed. Checks received should be made out to the University of Wyoming. Money from surplus sales will be receipted and deposited by the Property Office into the originating department's account.

2. Equipment purchases funded with non-sponsored funds will be treated per standard University Surplus Property Procedures.
 - After a completed Property Disposal Request Form (PDR) is received by the Surplus Property Office, the equipment will be advertised to University departments for IDT purchase for two weeks. After two weeks any remaining items will be available for public purchase by the departing faculty/staff member.
 - The Surplus Property Office will provide any invoices needed. Checks received should be made out to the University of Wyoming. Surplus Property payments will be deposited in the originating departments account.

Responsible Division/Unit: Administration / Office of Research and Economic Development,
Office of Sponsored Programs

Links:

Surplus Property Disposition Form

<http://www.uwyo.edu/administration/financial-affairs/fafiles/docs/asset-management/property-disposition---request-2019.pdf>

UNIVERSITY OF WYOMING

UW EQUIPMENT SALES/TRANSFER REQUEST APPROVAL FORM

This is a request to sell/transfer the attached list of equipment including description, UW tag number, manufacturer, serial number, and UW funding source to:

New Institution: _____

Address: _____

Principal Investigator's Name: _____

Principal Investigator's Signature: _____

Date: _____

Please forward this form and attachments for the following approvals:

Approved by Department Head Name: _____

Signature: _____

Date: _____

Approved by Dean's Name: _____

Dean's Signature: _____

Date: _____

Approved by Office of Sponsored Programs: _____

Signature: _____

Date: _____

Approved by ORED Name: _____

Signature: _____

Date: _____

After All Approvals Forward Original Documents To: Surplus Property Office
Surplus, when prices are set, forward with attachments and prices to Asset Management