REQUEST FOR TRANSFER OF EQUIPMENT TO ANOTHER INSTITUTION – AS PART OF A PI/GRANT TRANSFER/RELINQUISHMENT

TO: Office of Grants & Contracts

FROM: PI Name/email/phone

DATE:

RE: Approval to transfer equipment/supplies to new institution

Name of New Institution:

Grant Sponsor: Grant Award #: Grant Fund #:

As part of my transfer of the above described sponsored project to _______________(name of institution) effective as of (date) _____________I am requesting approval to transfer the following equipment/supplies to my new institution. (Please list all items as indicated below- attach as separate sheet as needed)

➢ Description of Item(s):
➢ Manufacturer/Model:
➢ Fund # purchased:
➢ Inventory Number:
➢ Document Number:
➢ Original Purchase price total:
➢ Date of Purchase:
➢ Current Condition:

____________________________________________
Principal Investigator Signature
Date: ___________

____________________________________________
Chair Signature/approval
Date: ___________

____________________________________________
Dean Signature/approval
Date: ___________

____________________________________________
Office of Grants & Contracts/approval
Date: ___________

Notes:
• State policy requires that all transfers of equipment or significant supply items to another institution must have prior approval from the State Surplus Supply Officer. No items may be transferred without prior Chair/Dean/OGC/Materials Management/State approval. In general, ECU will normally only approve transfer of items that have been purchased on a current/active award where the award is being transferred to a new institution. In general, ECU will not normally approve transfer of items that were previously purchased under terminated awards and for which ECU has title. ECU might approve a buy-out of previously purchased items for transfer to the new institution. For additional information on equipment/supply transfer processes contact Jane Manning 328-9931 or Kathleen Hall 328-9520.
• Once this form is approved, OGC will forward it to fixed assets and to the State Surplus Supply Officer for final approval. An additional form for PI signature will be sent by Fixed Assets. No items may be transferred to the new institution until the State Surplus Supply Officer has given approval.
• In rare cases, sponsor preapproval may also be required.