

Tracking your equipment

Part 3

When equipment is transferred or purchased from another institution



Property Control



Occasionally, a researcher will bring equipment from another institution with them. This equipment may follow a grant/contract or the university may purchase this equipment from the institution on behalf of the researcher.

Property Control needs to be notified in order to track incoming capital equipment in compliance with SPG 520.01.

1

The department receiving the capital equipment from another institution is responsible to notify Property Control.



2

Property Control requires an itemized inventory listing including:

- acquisition date
- acquisition cost
- grant number (if the equipment is on an active grant).



3

Property Control will act as your liaison between departments.



Questions?



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