

Transferring Equipment

If your department will be transferring equipment/assets to another institution:

1. Contact property.control@umich.edu or phone the Property Control Office at (734) 764-6251. Property Control will forward information detailing the steps necessary for completion of the equipment transfer.
2. Transfer forms will require a 3D (Dean, Director, or Department Head) signature. Complete the required forms/list and return to Property Control at 7071 Wolverine Tower, 3003 S. State St., Ann Arbor, MI 48109 or email them to property.control@umich.edu. Call (734) 764-6251 if you have any questions.
3. Property Control will review all items on your list - assets on an active award are handled differently from those previously purchased on inactive awards or owned by the university. Property Control will work with your department if there are any issues.

4(a). *Assets on an active award:* Any items on an active award Property Control will contact the Office of Research and Sponsored Projects for their verification of the award transfer. Once approved, Property Control will remove inventory tags from the equipment and send the final approved packet to the U-M department and the department can then ship the equipment to the receiving institution. Once the receiving institution acknowledges receiving the equipment, the assets will be officially retired and removed from the U-M inventory.

4(b). *Assets previously purchased on inactive awards or owned by U-M:* For items that are U-M property, the department must declare in writing (a letter addressed to the Property Control Manager, 7071 Wolverine Tower), with a Dean, Director, or Department Head signature, stating that the asset(s) are officially surplus and can be transferred to another institution. Property Control will then ask that the department forward an itemized [Declaration of Surplus form](#) to Property Disposition via email (property.disposition@umich.edu), requesting a fair market value price for the items. To assist in the pricing process, Property Control will forward Property Disposition a listing of the original purchase price and acquisition date for these. Property Disposition will provide a copy of the Declaration of Surplus form with prices indicating the value of each item. If the purchasing institution decides against purchasing some or all of the items after they are priced, the Declaration of Surplus form must be updated to reflect only those items being transferred. Along with this final, signed, Declaration of Surplus form, Property Disposition will need, *prior to removal:*

- a. The full name, address, phone number, and email for the contact person at the purchasing institution.
- b. Transferring faculty or staff member name, address, phone number, and email.
- c. Time-frame for the equipment transfer.
- d. A certified or cashier's check, PO or in-person cash/credit card payment from the buying institution.
- e. If the purchasing institution is tax-exempt, Property Disposition will require a copy of the tax-exempt certificate with ID number.

Property Disposition will prepare an invoice prior to the sale and provide a sales receipt when the transaction is complete.

REMINDERS FOR UM DEPARTMENTS: It is the responsibility of each department to have OSEH de-certify all radiation equipment prior to this process. Property Disposition informs OSEH of all radiation equipment buyers.