



University of Colorado
Boulder

Transfer of Equipment to Other Departments

The following form should be completed **only** when a department transfers equipment to another department without utilizing the Property Services Office.

Transfer of equipment requires proper authorization from the department heads of both the transferring and the receiving departments. Equipment is not to be transferred between departments without the knowledge of the respective departmental property managers involved. Both the transferring and receiving departments are responsible for informing the Property Accounting Office (PAO) about the transfer at the time it takes place. In addition, for transfers that involve any tagged equipment purchased by funds from a 15xxxx project(s), the transferring department must obtain a prior approval from OCG's Compliance area by submitting a written request that includes the following information: equipment description, serial #, CU tag #, SpeedType, award number, the reason(s) for equipment transfer, and the chair or director's consent. This additional requirement is intended to prevent an improper transfer of sponsored project funded equipment between departments. For further information on OCG authorization, contact ocgproperty@colorado.edu.

The primary purpose of the following agreement is to prevent any unknown equipment from appearing on the affected department's inventory. This form is required to change the accountable department and equipment location. OCG's signature approval is required at the bottom of this form when any tagged item funded by a 15xxxx project(s) is being transferred. The Agreement Form for Transfer of Equipment Between Departments can be completed online, by using the Word file available from the PAO or at colorado.edu/property.

If the form is completed online, both the transferring and receiving property managers must e-mail separate and completed copies to the PAO at property@colorado.edu. If the form is completed in hardcopy, both property managers must sign one completed form, which must then be emailed or sent to the PAO at 579 UCB.

Agreement Form for Transfer of Equipment Between Departments

CU Tag Number(s):

Description of Item(s):

Transferring From

Department Name:

Property Code:

Building and Room Number:

Property Manager Signature and Date:

Transferring To

Department Name:

Property Code:

Building and Room Number:

Custodian:

Custodian Employee ID #:

Property Manager Signature and Date:

Approval of the Transfer for the Sponsored Equipment Listed

(Only applicable if purchased from sponsored funds 30, 31, or 33).

Office of Contracts & Grants Signature and Date: