

Indiana University Office of Procurement Services

STANDARD OPERATING PROCEDURE

SOP NO:	SOP-PURCH-35
SUBJECT:	Equipment Transfers Or Sales to Other Research Universities
SOURCE:	University Procurement Services
ORIGINAL DATE OF ISSUE:	06/22/2022
DATE OF LAST REVISION:	07/14/2023
DISCLAIMER:	The information provided in this Standard Operating Procedure (SOP) is designed to provide helpful information on this procedure. Purchasing reserves the right to determine on a case by case basis if a SOP should be adjusted for a particular situation. This SOP is not intended to cover each and every situation nor can it anticipate specific circumstances.
RATIONALE:	Transferring or selling computers and other equipment to other research universities
PROCEDURES:	<p>It is not uncommon for researchers to transfer to another university and take with them equipment and/or S&E items purchased with their grants.</p> <p>Some grants may allow equipment to be transferred without payment to IU (No Funds Exchanged). Others do not, and the equipment must be sold to the new university (Funds Exchanged).</p> <p>The below outlines required steps for completing both types of equipment transfers:</p> <p>Important: All documentation must be retained by the department for audit purposes.</p> <p>1) <u>Transferring Equipment To Another Research University – No Funds Exchanged:</u></p> <p>A) <u>Obtain Required Approvals from:</u></p> <ul style="list-style-type: none"> • Department Chair or Dean. Documentation of the items to be transferred can be as simple as an email exchange between the researcher and the department listing the items. <ul style="list-style-type: none"> ○ UITS protocol must be followed for wiping hard drives and returning them to their original operating systems. See link: https://datamanagement.iu.edu/data-classifications/index.html • Office Of Research Administration. If equipment was purchased with grant funds, contact the Grant Administrator to determine what ORA requirements and/or approvals may be needed.

- **Purchasing.** After obtaining the above approvals, request Purchasing approval via the [Support Form](#).
 - Select 'Redistribution & Surplus' under "I need help with...", and 'Resale of IU Property' under "Choose a topic".

B) Retire Capital Equipment, if applicable:

In addition to the process above, **Capital** items also require retirement through Capital Assets. The department will need to follow the retirement procedure listed here:

<https://training.iu.edu/documentation/capital-assets/manage/index.html>.

C) Create Required Documentation:

Capital assets that are transferred should be formally documented. The following linked sample is an example of acceptable documentation.

- **Sample Equipment Transfer doc** - satisfies the need for equipment transfer to another institution and CAMS notation
 - The department provides information for areas highlighted. (Lists can be attached if necessary.)
 - Always make sure that the institution where the researcher is transferring is the recipient on record and not the individual researcher
 - Send completed form to the Purchasing Category Manager you have been working with for signature.
 - Signed form should kept on file in your department.

2) Transferring Equipment To Another Research University – Funds Exchanged:

A) Obtain Required Approvals from:

- **Department Chair or Dean.** Documentation of the items to be transferred can be as simple as an email exchange between the researcher and the department listing the items.
 - UITS protocol must be followed for wiping hard drives and returning them to their original operating systems. See link: <https://datamanagement.iu.edu/data-classifications/index.html>
- **Office Of Research Administration.** If equipment was purchased with grant funds, contact the Grant Administrator to determine what ORA requirements and/or approvals may be needed.
- **Purchasing.** After obtaining the above approvals, request Purchasing approval via the [Support Form](#).
 - Select 'Redistribution & Surplus' under "I need help with...", and 'Resale of IU Property' under "Choose a topic".

	<p>B) <u>Retire Capital Equipment, if applicable:</u> In addition to the process above, Capital items also require retirement through Capital Assets. The department will need to follow the retirement procedure listed here: https://training.iu.edu/documentation/capital-assets/manage/index.html.</p> <p>C) <u>Invoice Customer/Buyer Of Equipment:</u></p> <ul style="list-style-type: none"> • Selling department creates invoice in KFS Accounts Receivable module to bill the customer (new university) who is purchasing the equipment. • Refer to Invoice Guide for billing details. • If you are unsure who in your department has access to generate a KFS AR invoice, please contact Accounts Receivable using the Controller’s Support Form for assistance. <p>D) <u>Create Required Documentation:</u> Capital assets that are sold should be formally documented. The following linked sample is an example of acceptable documentation.</p> <ul style="list-style-type: none"> • Sample Bill Of Sale doc – this is <i>not</i> an invoice, it is documentation of the sale. <ul style="list-style-type: none"> ○ The department completes the document ○ The document officially transfers ownership of equipment ○ Once payment is received, the document should be signed by Purchasing and kept on file in your department. ○ On a sale it is best to not let the equipment leave IU until payment is received. <p>All other (non-grant) external sales or internal transfers/sales must follow the Disposal and Redistribution of Property policy.</p>
<p>DEFINITIONS:</p>	
<p>CROSS REFERENCE:</p>	<p>FIN-GCA70 Equipment Transfers FIN-PURCH-11 Disposal and Redistribution of University Property</p> <p><u>For Purchasing Personnel Only</u> POP-PURCH-44 Equipment Transfers.pdf POP-PURCH-44 Sample Bill of Sale.pdf POP-PURCH-44 Sample Equipment Transfer.pdf</p>