

Dartmouth College
 Procurement Services
 Fixed Asset /Surplus Property
 7 Lebanon Street
 Suite 313
 Hanover, NH 03755
 Phone 603-646-2149

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Dartmouth College Equipment/Asset Transfer Request Form

This request form must be completed whenever Dartmouth College (college) property, equipment or other assets will be sold, gifted, donated, or otherwise transferred (including between departments). The transaction must be processed through Dartmouth’s Office of Procurement Services prior to the removal, transfer, or relocation within Dartmouth or external to the college. The appropriate signatures indicated below must be collected as part of completing this form. Once complete, send the document to Fixed.Assets@Dartmouth.EDU. Upon review, a Bill of Sale or confirmation of transfer will then be issued to the buyer/transferee to complete the sale/transfer as a legal mechanism for documentation, cost recovery and/or for items with zero cost transfer. For transfers of grant funded property, consult with the Office of Sponsored Projects (OSP) as required and follow the process outlined in the Office of Sponsored Projects Transfer Guidelines (<https://www.dartmouth.edu/osp/award-closeout/transfers/>).

CONTACT INFORMATION

PI/Employee Name: _____ Dartmouth School/Division: _____
 Phone #: _____ Hinman Mailbox #: _____
 Reason for Transfer, Sale, Gift, Donate, or Trade-In (e.g., faculty move, item no longer needed, etc.):

If funds are to be received in exchange for transferred equipment, provide the chart string:

EQUIPMENT INFORMATION

Description of equipment (if multiple units, attach [Exhibit A – Equipment Asset Spreadsheet with relevant information](#)):

Make: _____ Model: _____
 Description: _____
 Serial #: _____ Dartmouth Tag #: _____ CMS #: _____
 PI/Staff name who purchased unit(s): _____
 Purchase Price and Year Purchased: _____ Current Market Value: _____
 Current Location: _____ Item to be located: _____ Grant
 funded? YES (if yes, provide sponsor name and grant #: _____)
 NO (if no, describe source of funds: _____)

Item	Make	Model	Description	Serial #	Dartmouth ID Tag #	CMS #	PI/Staff	Purchase Price	Year Purchased	Current Market Value	Current Location	Items to be located	Grant Funded (Y/N)	Chart string(s) or PTAEQ(s)	Dartmouth IP (Y/N)	Third party rights (Y/N)	Additional/ Ancillary Items	Notes
Item 1																		
Item 2																		
Item 3																		

Protection of Dartmouth IP Is the asset(s) or equipment (or does the asset(s) or equipment contain any part(s)) designed, developed, manufactured, or invented by Dartmouth faculty, staff or student(s) which is or could be patented, copyright written, trademarked, or considered trade secret(s)? (Yes or No): Principal Investigator/Staff Initials: _____

Third-Party Rights Does the asset or equipment contain any third-party licensed content or element which is exclusive to Dartmouth or which Dartmouth might otherwise lack the right to convey to the intended Buyer/Transferee? (Yes or No) Principal Investigator/Staff Initials: _____

BUYER/TRANSFEEE INFORMATION

Institution/Company: _____ Contact Name: _____
Address: _____ Phone: _____
Purchase Price (or include price for each piece in attached spreadsheet): _____

Please Note Export Restrictions: Buyer must comply with all export laws, restrictions and regulations of the United States governing or relating to the equipment purchased. Buyer represents and warrants to Seller that Buyer is not procuring the product purchased under this Agreement with the intent to export such product in violation of US export control laws and regulations, and that Buyer is not a national or resident of any country subject to a US embargo, including without limitation Angola, Burma, Cuba, Iran, Iraq, Libya, North Korea, Sudan or Syria. For more information, go to <https://www.dartmouth.edu/comply/export/index.html>. If being shipped outside of the US, the name of the receiver, address and contact information must be provided.

REQUIRED APPROVALS

<p>#1 Signature of Faculty/Staff Member requesting transfer (first signature required):</p> <p>_____</p> <p>Name: _____</p> <p>Title: _____</p> <p>Date: _____</p>	<p>#2 Signature of Department Chair or Division Supervisor (second signature required):</p> <p>_____</p> <p>Name: _____</p> <p>Title: _____</p> <p>Date: _____</p>
<p>#3 Signature of OSP Director or designate (third signature required if grant funded):</p> <p>_____</p> <p>Name: _____</p> <p>Title: _____</p> <p>Date: _____</p>	<p>#4 Signature of Appropriate Fiscal Officer (fourth signature required):</p> <p>_____</p> <p>Name: _____</p> <p>Title: _____</p> <p>Date: _____</p>
<p>#5 Signature of Director of Technology Transfer Office (Only for those items with IP consideration):</p> <p>_____</p> <p>Name: _____</p> <p>Title: _____</p> <p>Date: _____</p>	

Reason for Form:

The “Dartmouth College Equipment/Asset Transfer Request Form” is designed to serve as documentation for many different types of transfers of equipment and assets interdepartmentally, between college entities and for the sale, gift or donation to businesses, groups, entities or person(s) outside of the college. This form is reviewed annually by external auditors and substantiates Dartmouth’s business conduct in relation to the transfer, sale, gift or donation of equipment within or outside of Dartmouth.

Instructions and Additional Guidance:

Contact Information

PI/Employee Name: Enter the Principal Investigator’s name for the research lab who is responsible for funding and if a lab manager is completing the form, enter their name next to the PI name.

Dartmouth School/Division: Enter the name of the Dartmouth School (Geisel, Thayer, Tuck, etc.) or Dartmouth Division/Department.

Phone #: Enter the phone number that provides the best way to contact the responsible party for assistance.

Hinman Mailbox #: Enter the Hinman Mail designation for sending hard copies via intercampus mail.

Reason for desired Transfer, Sale, Gift, Donate, or Trade-In (e.g., faculty move, item no longer needed, etc.): provide a general reasoning for transfer of items covered by the Dartmouth Property, Plant and Equipment Management Policy.

Chart String: Provide the chart string used for transfer, sale, gift, donation or Traded-In for which funds received will be applied. If no funds will be received, input N/A.

Equipment Information

Make: Provide the information from the identification sticker on the equipment.

Model: Provide the information from the identification sticker on the equipment.

Description: Provide a general description of equipment including ancillary items (e.g., Nikon SMZ1500 fluorescence microscope with spinning disk and objectives).

Serial Number: Provide information from the identification sticker on the equipment.

Dartmouth Tag Number: Provide the Dartmouth identification numbers or alphanumeric codes for lease buyouts. If no tag number was issued, include BOTH serial number and complete description per item.

CMS Number: Provide the associated contract management system ID number, if applicable.

Dartmouth PI/Staff: Include the PI or staff name that purchased the specified equipment.

Purchase Price and Year: Include invoice price of equipment (including freight, installation, and/or testing charges) and in service date for equipment.

Current Location: Provide the building name and room number where the item(s) are located for pickup purposes.

Items to be located: If items are remaining on campus, indicate which building and architectural room number in which the item(s) will be housed.

Current (wholesale) Market Value: Basic Trade-in value calculators can be used or calculate the current wholesale market value. To calculate the current wholesale market value, compare the unit to those advertised on the web by three different vendors. Combine the retail prices from each vendor, then divide by three, and multiply by 0.50.

Grant Funded?

If YES, provide sponsor name and grant number: Provide the Chart String(s) or PTAE0(s) used to purchase unit.

If NO, describe source of funds: Provide the Chart String(s) used to purchase unit.

If more than one item is to be removed, please include [Exhibit A – Equipment Asset Spreadsheet](#) to account for each item. For peripheral items (keyboards, computer mice, cords and other miscellaneous item, please box the items and provide a brief description of box content and account for the boxes on the spreadsheet (example “Box 1, Box 2 etc.).

Protection of Dartmouth IP: Contact the Technology Transfer Office (TTO) for assistance with this question. Phone: 603-646-1418, Email: technology.transfer@dartmouth.edu, website: <https://www.tto.dartmouth.edu/>

Third-Party Rights: Contact the Fixed Asset Administrator for assistance with this question. Email: fixed.assets@dartmouth.edu

Buyer/Transferee Information

Institution/Company: Enter the name of current legal owner.

Contact name: Enter the name of person with legal signature authority to process documents.

Address: Enter the legal address of current legal owner.

Phone Number: Enter the phone number that provides the best way to contact the current legal owner.

Purchase Price: Enter amount recieved for item(s) from Invoice/Bill of Sale (BoS)