

Dartmouth College Equipment/Asset Transfer Request Form

This request form must be completed whenever Dartmouth College equipment or other assets will be sold or otherwise transferred out of Dartmouth. If equipment/assets have a **value over \$5,000 or for which money will be received**, the transaction must be processed through the Office of Procurement Services; in this case, the signatures indicated below should be collected first, and then the completed form should be sent to Fixed.Assets@Dartmouth.EDU. A Bill of Sale will then be issued to the buyer/transferee to complete the sale/transfer as a legal mechanism for cost recovery and/or for items with zero cost transfer. Transfers that do not meet the above criteria (i.e., **<\$5,000 and no money will be received**) can be processed through the appropriate Dean's office, in consultation with the Office of Sponsored Projects (OSP), as required, if grant funded. Transfers will follow the process outlined in the Office of Sponsored Projects Capital Equipment Transfer Guidelines (<http://www.dartmouth.edu/~osp/resources/manual/post-award/equiptransfer.html>) which only pertains to capital equipment purchased with sponsored project funds.

Contact Information

Name: _____	Dartmouth School: _____
Phone #: _____	Hinman Mail Box #: _____
Reason for desired transfer (e.g., faculty move, item no longer needed, etc.): _____	
Account to which funds received in exchange for transferred equipment should be deposited (include chart string): _____	

Equipment Information

Description of equipment (or attach a spreadsheet with relevant information for each piece if multiple pieces): _____	
Make: _____	Model: _____
Serial #: _____	Dartmouth Tag Number: _____
Dartmouth PI: _____	Purchase Price and Year Purchased: _____
Current Market Value: _____	
Grant funded? <input type="checkbox"/> YES (if yes, provide sponsor name and grant #: _____)	
<input type="checkbox"/> NO (if no, describe source of funds: _____)	

Buyer/Transferee Information

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

Required Approvals

#1 Signature of Faculty/Staff Member requesting transfer (first signature required):

Name: _____
Title: _____
Date: _____

#2 Signature of Department Chair (second signature required):

Name: _____
Title: _____
Date: _____

#3 Signature of Appropriate Fiscal Officer (third signature required):

Name: _____
Title: _____
Date: _____

#4 Signature of OSP Director (fourth signature required *if grant funded* (grants managed by Geisel will need to be approved by the Geisel Fiscal Office prior to having OSP approve)):

Name: _____
Title: _____
Date: _____