

Sponsored Program  
Equipment Transfer

---

## **POLICY STATEMENT**

---

The University is prohibited from giving away assets without receiving comparable value in return. However, it is possible for research personnel who have terminated employment with the University of Nevada Las Vegas, but who will be employed by another university or college, to transfer research equipment acquired on both current and retired sponsored accounts to their new institution.

Equipment may also be transferred on a case-by-case basis, on an exception-approval basis, to federal and non-profit research agencies. The following conditions are required to transfer research equipment to another university or college, a federal agency, or non-profit organization.

- a. Equipment must have been purchased entirely with sponsored project grant and contract accounts, obtained as government-furnished equipment, or purchased on restricted accounts (non-university funded) for specific researchers.
- b. Equipment purchases with any state appropriation or university local funds are not transfer eligible. The new institution can offer to purchase these items of equipment.
- c. The equipment is used in the conduct of a research project.
- d. The equipment will be titled to an eligible institution. Under no circumstance will property be transferred to an individual or for-profit organization unless required by award terms or sponsor instructions.
- e. Transfer of such equipment may be initiated via the process outlined in the [Sponsored Programs Equipment Disposition Policy](#).

---

## **REASON FOR POLICY**

---

The reason for this policy is to provide direction to university departments regarding transferring research equipment to another university or college.

---

## **ENTITIES AFFECTED BY THIS POLICY**

---

Entities affected include all departments, university employees and volunteers, students and impacted members of the community.

---

## WHO SHOULD READ THIS POLICY

---

- Deans, Directors, and Department Heads
- Any employee who receives federal awards to conduct research
- Any employee associated with purchasing or receiving materials at the University of Nevada, Las Vegas
- Employees involved with fixed asset acquisition and control.

---

## CONTENTS

---

<b>Policy Statement</b> .....	1
<b>Reason for Policy</b> .....	1
<b>Entities Affected by This Policy</b> .....	2
<b>Who Should Read This Policy</b> .....	2
<b>Contents</b> .....	3
<b>Related Documents</b> .....	3
<b>Contacts</b> .....	3
<b>Definitions</b> .....	3
<b>Responsibilities</b> .....	4

---

## RELATED DOCUMENTS

---

Board of Regents Equipment Policy

Chancellors Memorandum 01-03

OMB Circular A-133

OMB Circular A-21

OMB Circular A-110

Department of Delivery Services Policy concerning Surplus Property

---

## CONTACTS

---

---

Property Control Office	Glenn Pugh	(702) 895-10859	Glenn.Pugh@unlv.edu
Sponsored Programs	Rochelle Athey	(702) 895-1357	osp@unlv.edu

---

---

## DEFINITIONS

---

---

<b>Accumulated Depreciation</b>	Total reduction in value over time of an asset since its acquisition, which is recorded for financial statement purposes.
<b>Acquisition Cost/Value</b>	Value of an asset at the time it is acquired. May be the invoice price or, if donated, the fair market value. Also included are costs incurred to place the asset into service (examples: freight, installation).
<b>Bar Code Tag</b>	Asset identification tag assigned and affixed to an asset to assist in its identification and the physical inventory of equipment.
<b>Market Value</b>	Cost to acquire an item in its current condition through an arm's-length transaction. Also referred to as "fair market value."

---

---

## RESPONSIBILITIES

---

---

<b>Department Head</b>	Complete the Sponsored Programs Equipment Transfer Form, which includes a list of equipment desiring to transfer that, includes the Bar Code Tag numbers and account numbers on which the items were purchased. Indicate the name of the new employing institution.
<b>Sponsored Programs</b>	Verify that the equipment items meet or do not meet the transfer requirements, sign the transfer form and inform the Department. If the listed equipment does not meet the eligibility requirements to transfer, return the transfer form to the department with an explanation. Approve or disapprove the Sponsored Programs Equipment Transfer Form and forward the form to fixed assets.
<b>New Institution</b>	Receive all equipment and bar code accordingly. Forward the signed receipt for to UNLV fixed assets.
<b>Fixed Assets</b>	Remove the assets from the department's inventory.

---



UNIVERSITY OF NEVADA LAS VEGAS

Department of Delivery Services
Sponsored Programs
Equipment Transfer Form

Responsible Department: \_\_\_\_\_ Date \_\_\_\_\_

Point of Contact: \_\_\_\_\_ Telephone No. \_\_\_\_\_

FAX No. \_\_\_\_\_

Authorizations:

Printed Name of Dept. Chair/Director

Signature/Date

Sponsored Programs Contact

Signature/Date

Table with 5 columns: Asset Tag #, Description, Acquisition Cost, Depreciated Value, Sponsored Program Account Number. Multiple empty rows for data entry.

New Location Information:

Institution: \_\_\_\_\_

Contact: \_\_\_\_\_

Telephone No. \_\_\_\_\_

Address: \_\_\_\_\_

Fax No. \_\_\_\_\_

Signature of Property Administrator

Date

[ ] Approved
[ ] Disapproved

Send completed form to:

UNLV Property Control
M/S 1044
4505 Maryland Parkway
Las Vegas, NV 89154-1044

Telephone 702-895-0859
FAX 702-895-1449