

Procedure for Permanent Transfer of Equipment Assets either: 1) To UVA from other institutions or 2) From UVA to other institutions



Finance Area:

[Vice President for Finance](#)

Responsible or Contact Office/Role:

[Fixed Assets Accounting Group, Financial Reporting and Operations](#)

Purpose:

To effectively control and account for: 1) the permanent transfer of equipment assets to UVA, or 2) the permanent transfer of UVA equipment assets to another institution. The procedure ensures UVA's financial statements and Fixed Assets Sub-ledger properly reflect all such activity.

Prerequisites:

Definitions:

Equipment Assets: Includes all of the following with the exception of fixed equipment, which is part of a building structure or its systems (such equipment is part of the cost of the building and is accounted for as such):

1. A minimum cost of \$5,000 (\$500 if ETF funded) upon acquisition or completion of a fabricated equipment asset (note: ETF funding doesn't allow fabrications);
2. A useful life of greater than one year;
3. The equipment asset is titled to the University; and
4. The equipment functions either as a standalone asset or as an integral part of a larger University asset.

Sponsor-Owned Equipment: Equipment purchased using sponsored program funds for which the title is retained by the sponsor. It also includes equipment on loan from the sponsor.

Documentation:

Refer to [University Policy FIN-013: Permanent Transfer of Equipment Assets to or from the University](#)

Procedures:

1. Transfer Equipment Assets to UVA from other institutions:

The UVA department Chair who will be receiving equipment of any kind due to a transfer is responsible for having the [Equipment Transfer-In Request form](#) completed by the incoming Principal Investigator (PI) or new faculty member responsible for the incoming equipment. The form must be signed by **both** the PI or faculty member and the Chair.

The [Equipment Transfer-In Request form](#) must explain why the equipment is being transferred and provide the detail for each incoming equipment. It is especially important to identify any equipment funded with "active" sponsor awards and the status of the title of each equipment because UVA needs to be aware if any items are sponsor-owned. If other equipment documentation

has been provided by the prior institution the Equipment Transfer-In Request form is still required and must be signed by the prior institution affirming the equipment information.

If any equipment being received has been funded with an active sponsor award, the PI must attach a [Relinquishing Statement indicating the sponsor's approval and attach it to the Equipment Transfer-In Request form and submit these documents to both, the Office of Sponsored Programs and the Fixed Asset Accounting Group, before equipment is shipped to UVA.](#)

Upon receipt of the [Equipment Transfer-In Request form](#), the Fixed Asset Accounting Group will evaluate the list of equipment to determine which items qualify as equipment assets. Those that qualify will be tagged by the Fixed Asset Accounting Group with UVA asset tags, entered in the Fixed Assets Sub-Ledger System, and made part of UVA equipment active asset inventory when physically received by UVA. The PI must notify the Fixed Asset Accounting Group upon delivery of the equipment assets.

Any incoming equipment that remains the property of a sponsor (sponsor-owned equipment) must be tagged with both a UVA asset tag (for internal tracking & financial reporting) and a white U.S. Government sticker to highlight that it is NOT owned by UVA. Special care must be provided by the department to safeguard this equipment for the eventual return to the sponsor.

Non-UVA tags are to be removed from incoming research equipment assets which have become the property of UVA at the time the Fixed Asset Accounting Group tags the qualified equipment.

2. Transfer Equipment Assets from UVA to other institutions:

To request the transfer of UVA equipment to another university the outgoing UVA PI or faculty member must submit a Letter of Request, first to the Chair and then the Dean, identifying the specific equipment for transfer, justifying the need for the transfer and its release as surplus to the department, the specific school, and UVA. A completed [P1 Form](#) detailing the surplus equipment must be attached to the approved Letter of Request. These two documents are to be submitted to the Fixed Asset Accounting Group for review and approval.

Note: When the department head is the PI, these forms are first submitted to the Dean and then to the Provost or applicable Vice President.

Notes: 1) Equipment with a "Property of US Government" sticker is not owned by the University and cannot be removed without the written approval of the sponsor. 2) ETF equipment cannot be released for transfer IF the State has not yet issued UVA full title to the equipment because the bond period has not been satisfied.

The Letter of Request must justify the removal of UVA's capital equipment items by addressing the following questions (also see [Sample Letter of Request](#)):

- Is this equipment no longer required by the department or organization? If so, why not?
- Will the faculty member continue the same research project at the new institution under the same sponsor?
- Is the equipment so specialized that it has limited use in other research projects?
- Will surplus this item adversely affect the research function of the department and its faculty members?
- Is there any other UVA organization who might utilize this surplus equipment?
- Does the release of equipment require sponsor approval?

Upon approval, the Fixed Asset Accounting Group will send the PI or faculty member the approved Letter of Request and P-1 Form with an authorization number to enable the requestor to complete a surplus request through the Facilities Management Customer Portal, accessed through the [Facilities Management website](#), as the final step in the approval process for releasing the equipment. The requestor must indicate on the surplus request the university and physical address to where the equipment is to be released/shipped, and confirm with Surplus that the listed equipment will not be dispositioned to anyone other than the specified institution for which it has been approved.

If an active sponsored program is being transferred to another institution, any equipment purchased with those funds is typically released to the new institution to support continuation of the program. However, the same process outlined above must be followed but first requires a relinquishing statement to be submitted by the awarded organization and approved by the sponsoring agency. The Office of Sponsored Programs should have this approval on file.

Resources:

[Equipment Transfer-in Request Form](#)

[Sample Letter of Request](#) (for transfers of UVA equipment assets to other institutions)

[P1 – Equipment Inventory Disposal Request Form](#)

[Procedure for Requesting Changes to Capital Equipment](#)

Facilities Management Customer Portal accessed through the [Facilities Management website](#)

[FIN-043: Managing Export and Sanction Compliance in Support of University Activities](#)

[FIN-052: Fixed Assets Accounting and Reporting of Equipment Acquired for Sponsored Programs](#)

Revision History:

May 2020