

University of Delaware Transfer of Equipment (Policy 6-8)

DEPARTING FACULTY: _____ POLICY NUMBER: 6-8

DEPARTMENT: _____ TRANSFER DATE: _____

I. LIST OF EQUIPMENT PROPOSED FOR TRANSFER

<u>Description</u>	<u>Purpose Code</u>	<u>Project ID</u>	<u>Tag Number</u>	<u>PO#</u>	<u>Initial Purchase Date</u>	<u>Disposition Location</u>

II. CERTIFICATION THAT THE RESEARCH EQUIPMENT IS UNIQUE

III. APPROVALS

<i>Department Chairperson Signature</i>	<i>Date</i>	<i>Printed Name</i>
<i>Dean/Director Signature</i>	<i>Date</i>	<i>Printed Name</i>
<i>Sr. Vice Provost for Research Signature</i>	<i>Date</i>	<i>Printed Name</i>
<i>Provost Signature</i>	<i>Date</i>	<i>Printed Name</i>

***FINAL APPROVAL**

<i>Signature</i>	<i>Title</i>	<i>Date</i>	<i>Printed Name</i>
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**Final approval determined by equipment value as follows:*

- 1.) *University Controller (Up to \$50,000)*
- 2.) *Executive Vice President Signature (50,001 to 100,000)*
- 3.) *President Signature (Over \$100,000)*