

EQUIPMENT EXTERNAL TRANSFER FORM

ALL EXTERNAL TRANSFERS REQUIRE THE FOLLOWING: 1) A *Letter of Release* (signed by the CSU Department Head/Dean; 2) A *Letter of Acceptance* (signed by the Agency receiving the equipment); and 3) A *List of the Equipment* being transferred. The Office of Sponsored Programs may require additional documents when transferring Sponsor/Federal funded equipment. Please submit this form to PROPERTY MANAGEMENT for assistance with all External Transfers.

Department Transferring Equipment: _____ Date: _____
Department Contact Person: _____ Phone Number: _____

CSU LETTER OF RELEASE

Department Head/Dean signature (Required*): _____ Printed Name: _____ Date: _____

*Use attached Letter of Release or Formal Documents.

Receiving Vendor/Institution/Agency: _____ Contact Name: _____ Phone Number: _____

This request is for (select ALL that apply):

EXTERNAL TRANSFER *LOANED* EQUIPMENT (DECAL DOES NOT START WITH 3): OSP authorization required for all Sponsor/Federal loaned equipment transfers. Additional documents may also be required. NOTE: Loaned equipment uses object code 8247 only.

REASON FOR TRANSFER: ___ Returning Loaned Equipment ___ Other: _____

EXTERNAL TRANSFER *CSU TITLED* EQUIPMENT (DECAL DOES NOT START WITH 5 OR 6 OR THE ASSET DOES NOT HAVE A DECAL): Restrictions apply to CSU titled equipment being released without monetary compensation. OSP authorization is required for all Sponsor/Federal funded equipment transfers. Additional documents may also be required. Surplus Property authorization is required prior to transferring and/or negotiating any sale of CSU titled equipment.

Is any equipment transferring 53 fund related? ___ YES (53 FUND _____) ___ NO ___ UNKNOWN

REASON FOR TRANSFER: ___ PI Transferring to another Institution ___ Other: _____

THIS SECTION IS FOR SURPLUS PROPERTY USE ONLY (required for all CSU titled equipment transfers)

___ PROPRIETARY INFO ___ RFLE/EHS ___ OTHER AUTHORITY: _____ SALE NEGOTIATED: ___ YES ___ NO

___ OK to Release ___ Other (use remarks) Remarks: _____

By: _____ Date: _____

EXTERNAL TRANSFER *SPONSOR/FEDERAL TITLED* EQUIPMENT (THIS OPTION IS ONLY FOR ASSETS THAT HAVE DECALS STARTING WITH 5 OR 6): OSP authorization is required for all Sponsor/Federal funded equipment transfers. Additional documents may also be required.

REASON FOR TRANSFER: ___ PI Transferring to another Institution ___ 53 Closed (53 FUND _____) transferring equipment back to Sponsor/Federal Agency
Other: _____

NOTE: If moving equipment to another project, contact OSP and Property Management.

**PLEASE SUBMIT THIS REQUEST AND ALL REQUIRED DOCUMENTS TO PROPERTY MANAGEMENT 6003 CAMPUS DELIVERY OR
DEBRA.ELLISON@COLOSTATE.EDU.**

THIS SECTION IS FOR PROPERTY MANAGEMENT USE ONLY

___ OSP ___ CSURF ___ 21 FUND ___ OTHER AUTHORITY: _____

___ OK to Release ___ Other (use remarks) Remarks: _____

By: _____ Date: _____

THIS SECTION IS FOR SELECTED AUTHORITY USE ONLY (if required) Authority: ___ EHS ___ OSP ___ CSURF ___ 21 FUND ___ OTHER _____

___ Ok to Release ___ Other (use remarks) Remarks: _____

By: _____ Date: _____

