

Memorandum

To: Deans, Directors, Department Heads and PI's

CC: Andy Mangles

From: Tom Mathers and Carol Sprague

Date: 1/2/03

Re: Disposition of Equipment

In response to a finding in our annual A-133 Audit, please follow the appropriate steps outlined below for the disposition of all equipment, regardless of the funding source.

The Property & Inventory Control Office must authorize any transfer or disposal of campus equipment regardless of funding source. If you are planning to transfer equipment to another institution, or dispose of campus equipment regardless of funding source, you must notify the Property & Inventory Control Office. If required, the Property & Inventory Control Office will request disposition instructions from the Federal awarding agency and verify that all State and Federal requirements have been met. In addition, they may be able to offer advice that will ease the transfer process.