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Parent Policy: [Equipment and Furnishings Asset Management Policy](#)

Equipment Asset Transfer Procedure – Transfer To or From Another Institution (Asset Purchased from Restricted Research Funds)

Office of Administrative Responsibility:	Supply Management Services (Distribution Operations)
Approver:	Associate Vice-President (Finance and Supply Management Services)
Scope:	Compliance with this university policy/procedure extends to all Academic Staff and Colleagues and Support Staff as outlined and defined in Recruitment Policy (Appendix A and Appendix B).

Questions? Contact:	equipment.services@ualberta.ca OR SMS Dispatcher: 780-492-4122
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Overview

This procedure addresses the transfer of an **equipment asset** purchased from **restricted research funds** to or from another **educational or research institution** in connection with the relocation of a researcher. Although no cash is exchanged in these circumstances, there may be a cost associated with accepting a transfer *from* another institution, and transferring *to* another institution represents a financial transaction that may require adjustments to the University's accounting records and the **PeopleSoft Asset Management Registry**.

The transfer of an equipment asset is coordinated between the unit and the receiving institution. Primarily such a situation arises when a researcher moves to another institution and a granting agency continues to support the individual's research. Granting agencies direct that, should a researcher relocate to another institution in Canada, the University should not unduly withhold permission to transfer equipment assets purchased with granting agency funds to another institution.

The University recognizes a general responsibility to facilitate ongoing research in Canada, and notes that equipment grants are made in relation to the individual researcher's application. Transfers *to* another institution, therefore, should be evaluated in this context and on the basis of whether the transfer will seriously interfere with on-going research at the University of Alberta. Transfers *from* another institution should be evaluated by the unit in order to determine if the transfer may incur too much expense to accommodate the equipment at the University.

This procedure does not apply to **furnishings assets**.

Assets purchased from non-restricted (operating) funds cannot be transferred.

When transferring equipment assets to another institution, the unit is responsible for complying with various legislative and other requirements, as follows:

- The receiving institution must be eligible to accept the equipment assets as specified in the sponsor's terms and conditions and confirm that it will accept the equipment assets, prior to the transfer.
- Safety legislation requires that items that have been used to store radioactive or biological substances are cleaned before the equipment asset is transferred to, or accepted from, another institution.
- All data and site-licensed software must be removed from computer hard drives and other **data storage devices** before the transfer.

This procedure is not applicable to the sale of equipment assets to another institution. In such circumstances, refer to the *Equipment Asset Disposal Procedure*.

This procedure is not applicable to the acceptance of donated equipment. In such circumstances, refer to the *Gift in Kind of Moveable Equipment to the University Guidelines*. This requires the use of the *Equipment Asset Form – Acceptance of a Gift in Kind of Equipment to the University*.

Purpose

To ensure that:

- the transfer of equipment assets to or from another institution is appropriately authorized and is in compliance with any donor/sponsor terms and conditions, applicable legislation and other requirements;
- the receiving institution has confirmed acceptance of and has agreed to pay any costs related to the transfer of the equipment assets;
- the disposal or addition is appropriately recorded in the equipment asset register (if applicable) and any required adjustments to institutional accounting records are made; and
- the insurance and repair responsibility is defined.

PROCEDURE

1. TRANSFER EQUIPMENT TO ANOTHER INSTITUTION

This applies when a University researcher is relocating to another institution and requests a transfer of equipment that has been purchased from restricted research funds.

- a. Obtain Equipment Asset Information and Approval from the Receiving Institution
 - i. The researcher must complete and sign "Part A" of the *Equipment Asset Disposal Form – Request to Transfer Equipment to Another Institution*.
 - Information regarding the equipment asset must be provided with the request to transfer. This information can be obtained from the PeopleSoft Asset Management Registry if the acquisition value was \$5,000 or greater, or less than \$5,000 but tracked by the unit.
 - If the equipment asset has not been tracked, a description of the asset being transferred is required.
 - The researcher is responsible for confirming that the transfer is in compliance with the donor/sponsor terms and conditions.
 - ii. The researcher must attach, to the Disposal Form, the *Confirmation of Acceptance of Transfer of Equipment from the University of Alberta* – signed by the receiving institution – prior to requesting approval of the transfer. This form confirms that any costs incurred in the transfer of the assets

(transportation, insurance, repairs, etc.) are the responsibility of the institution receiving the equipment assets.

- University of Alberta property insurance ceases as soon as such equipment is no longer in the care, custody or control of the University of Alberta. The receiving institution must make arrangements to cover “in transit” risk.

b. Request Transfer of Equipment Asset

- i. The researcher will send the completed forms to the Dean, and then the Vice-President (Research) for approval.
- ii. The Dean or Vice-President (Research) may request that the unit obtain a fair value assessment in order to determine the reasonableness of the transfer. SMS (Surplus Disposal) can provide the assessment.

c. Transfer Equipment Asset

- i. The unit may transfer the equipment to the receiving institution upon approval from the Vice-President (Research).
- ii. The University is not responsible for any repairs or related costs once the item leaves University of Alberta care, custody or control.

d. Update PeopleSoft Asset Management Registry

- i. When the transfer of the asset is complete, the unit will send a copy of the forms to SMS, who will update the PeopleSoft Asset Management Registry.

f. Document Retention

- i. The unit must retain the original approved forms, along with all attachments, for six years plus the current year, and be able to provide the documents during any subsequent equipment audits.

2. ACCEPT EQUIPMENT TRANSFERRED TO THE UNIVERSITY

This applies when a researcher relocates to the University of Alberta from another institution and has equipment assets to bring.

a. Obtain Information from Transferring Institution

- i. The relocating researcher must complete “Part A” of the *Equipment Asset Form – Acceptance of Equipment Transferred to the University* and forward it to the unit head (Dean, Chair or Director). A detailed listing of equipment assets being transferred is required on the form including the acquisition date and acquisition value.
- ii. The relocating researcher is responsible for confirming that the transfer is in compliance with the donor/sponsor terms and conditions.

b. Obtain Authorization to Transfer the Equipment Asset

- i. Upon receipt of the form from the relocating researcher, the unit head (Dean, Director or Chair) will approve or disapprove of the request by completing “Part B” of the form.
- ii. Any costs incurred for the transfer of the equipment assets (transportation, insurance, repairs, installation, etc.) are the responsibility of the University of Alberta unit accepting the equipment.

- iii. If the transfer is disapproved, return the form to the researcher. If the transfer is approved, forward a copy to the unit equipment coordinator. The transfer may then occur.
- c. Update PeopleSoft Asset Management Registry
 - i. Upon receipt of the transferred equipment, the unit will send a copy of the forms to SMS, who will update the PeopleSoft Asset Management Registry, if applicable (i.e.: over \$5,000 or desirable equipment). Units must tag and track the assets as per the *Equipment Registration and Tracking Procedure*.
- d. Document Retention
 - i. The unit must retain the original approved forms, along with all attachments, for six years plus the current year, and be able to provide the documents during any subsequent equipment audits.

DEFINITIONS

Any definitions listed in the following table apply to this document only with no implied or intended institution-wide use. [▲Top]	
Equipment Assets	Items acquired by the University including, but not limited to, scientific and lab equipment, information technology (IT) equipment, miscellaneous equipment, vehicles and items purchased through Professional Expense Reimbursement (PER). This procedure does not include Museums and Collections assets.
Restricted Funds	Restricted funds or restricted contributions are subject to externally imposed stipulations that specify the purpose for which the funds are to be used. The University can only expend restricted funds for those specific purposes defined by the sponsor or donor.
Educational or Research Institution	A university, college, research institute or centre, or public school.
PeopleSoft Asset Management Registry	An electronic registry used to record details of assets in order to facilitate physical control and security, and to provide information for disposal, replacement and insurance purposes. Units are not required to track furnishings.
Furnishings Assets	Items acquired by the University including, but not limited to, workstations, file cabinets, bookcases, classroom tables/podiums, soft seating (lounge seating), and lounge tables.
Data Storage Device	A device for the recording, storage and/or processing of information. These include, but are not limited to, laptops, desktop computers/monitors, PDAs, cell phones, tablets, media players and portable electronic devices.

FORMS

Should a link fail, please contact uappol@ualberta.ca. [[▲Top](#)]

[FS/SMS Forms Cabinet: Asset Disposal Form - Confirmation of Acceptance of Transfer of Equipment from the University of Alberta](#)

[FS/SMS Forms Cabinet: Asset Disposal Form - Request to Transfer Equipment to Another Institution](#)

[FS/SMS Forms Cabinet: Asset Form - Acceptance of Equipment Transferred to the University](#)

[FS/SMS Forms Cabinet: Equipment Asset Form - Acceptance of a Gift in Kind of Equipment to the University](#)

[FS/SMS Forms Cabinet: Fair Market Value Form](#)

RELATED LINKS

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[Environment, Health and Safety](#) (University of Alberta)

[Equipment Asset Disposal/ Retirement Procedure](#) (University of Alberta)

[Equipment Registration and Tracking Procedure](#) (University of Alberta)

[Gift in Kind of Moveable Equipment to the University Guidelines](#) (University of Alberta)