

Property Control System Manual (PCS)

PCS 1004–01: Transfer of State/Local-Funded Equipment to Other Universities

Effective: 6/9/1986

Revised: 11/1/2020

Purpose

To ensure appropriate compensation to the university for equipment purchased, or partially purchased, with state/local funds

Applicability

University employees transferring equipment

Policy

Transfer of equipment funded with state/local funds to non-State of Arizona agencies (e.g., private industry, out-of-state universities) may require reimbursement to the university for the equipment. Transfer of state/local-funded equipment to other state of Arizona agencies may not require reimbursement. Shipping and freight charges will be charged to the receiving entity or university.

Straight-line depreciation and/or fair market value of the equipment being transferred will determine compensation. However, at the discretion of the department head, this calculation may be waived.

Before transferring equipment, the department will provide a list of assets to be transferred to Capital Asset Management (CAM) who will use the list to prepare a transfer form. The form must be authorized by the department head prior to transfer. All ASU property control tags affixed to the equipment should be removed by the department prior to shipping. Once the transfer is complete, CAM will retire the equipment in Workday.

Employees wishing to purchase equipment for personal use must purchase the equipment from Surplus Property . See [PUR 205](#), “Disposal and Sale of ASU Surplus Property”