

Property Control System Manual (PCS)

PCS 1004–03: Transfer of Sponsor-Titled Equipment

Effective: 6/9/1986

Revised: 3/1/2021

Purpose

To ensure the transfer of sponsor-owned equipment in accordance with federal and university requirements

Sources

Federal Acquisition Regulation § 45.6

Applicability

University employees transferring equipment

Policy

University personnel are responsible for notifying the ASU Grant and Contract Officer and Capital Asset Management when sponsored-owned equipment is being transferred to another university.

Equipment is generally transferred when a faculty member relocates and moves their research to another university. Shipping or freight charges will be paid for by the university receiving the property. Before the transfer is authorized, CAM will work closely with KED to complete any reporting responsibilities that may be required by the contract. All property control tags affixed to the equipment will need to be removed prior to the transfer date.

Cross-Reference

For authoritative references see the *Research Policies and Procedures Manual*—[RSP 101](#), “General Research Policy”