Disposition of University Property Purchased with Sponsor Funds

Purchased with University money

Submit a Work Order with Facilities Department

Item (s) brought to Surplus Store or disposed of by Property Management

Purchased with Grant money

PI notifies Dean, CFO, Provost in writing that department does not need equipment (4)

If needed in another unit of the university, Dean will complete an Equipment Move Form (6a)

Ad Hoc committee will determine a new home for equipment (6)

PI approves or disapproves of sale

Ad Hoc committee will determine a new home for equipment (6)

If approved, authorization for the transfer is required in writing (6b & 7)

Form goes to PM and Cutler Institute

If approved, equipment must remain at USM (8)

If not approved, equipment must remain at USM (8)

If not needed, PI will complete Disposition of University Property Purchased with Sponsor Funds form with list of equipment to dispose (2)

If approved, authorization for the transfer is required in writing (6b & 7)

Form goes to PM and Cutler Institute

If approved, equipment must remain at USM (8)

If not approved, equipment must remain at USM (8)