Disposition of University Property Purchased with Sponsor Funds

**UNNEEDED EQUIPMENT**

- 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)
  - If not needed, PI will complete Disposition of University Property Purchased with Sponsor Funds form with list of equipment to dispose (2)
  - Form goes to PM and Cutler Institute
  - If approved, authorization for the transfer is required in writing (6b & 7)
  - Cutler approves or disapproves of sale
  - If not approved, equipment must remain at USM (8)

Office of Property Management - Disposition of University Property Purchased with Sponsor Funds Flow Chart – Created 11.4.2015