

XI. DISPOSAL OR TRANSFER

A. UNIVERSITY EQUIPMENT

1. Sold or Traded-in Equipment

Excess University-owned material may be offered for sale or trade-in in accordance with Business and Finance Bulletin [BUS-38](#), Disposal of Excess Material and Transfer of Federally-Funded University-Owned Material. Equipment transferred to another department or campus is not considered “sold equipment.” Traded-in equipment is that which has been surrendered upon the purchase of new equipment.

2. Destroyed or Discarded Equipment

The Equipment Manager must be consulted before equipment is destroyed or “cannibalized.” A request by the Department Head to the Equipment Manager will initiate the process to remove the item from the equipment inventory and appropriately dispose of it.

3. Lost or Stolen Equipment

When the loss or theft of equipment is detected, the matter must be reported immediately by the department head to campus police and risk management as required by Business and Finance Bulletin [BUS-28](#), Property Self-Insurance Program. Notice should also be sent to the Equipment Administrator and the equipment shall be removed from the inventory records. Equipment missing after a physical inventory check conducted either by the custodial department or the Equipment Management Department must be reported to the appropriate department head, who then reports it to the Equipment Administrator. It will then be removed from the inventory records with the written approval of this officer.

4. Transfer of Equipment

Inventorial or non-inventorial materiel which is declared surplus or excess by a department may be sold, traded-in, or transferred to another department on campus or to another University campus in accordance with Business and Finance Bulletin [BUS-38](#).

If the University holds title to property acquired under an award which includes recovery rights, and the funding agency requests transfer of such property to another institution, such property may be transferred to the designated institution. Before transfer is initiated, it is necessary to determine who will be responsible for dismantling and shipping costs.

All transfers of equipment must have prior written approval of the Equipment Administrator.

a. Interdepartmental Transfer

When equipment is transferred between departments on the same campus, no change is made in the recorded value of the equipment. It is reported to the Equipment Management Department by the transferring department on an Equipment Inventory Modification Request (or equivalent document).

The information provided should include the property number, description of the item, name or account number of the department receiving the equipment, and the new location and room number.

Custody of the equipment is transferred by the Equipment Management Department.

b. Intercampus Transfers

Equipment which is permanently transferred from one UC campus to another is reported to the Equipment Management Department by the transferring department. The equipment is disposed of by the Equipment Department of the transferring campus. The transfer is reported by the Equipment Management Department of the donor campus to the Equipment Management Department of the receiving campus on an Equipment Inventory Modification Request Form (or equivalent document). The information entered on the form should include a list of the items being transferred by property number, description, value, and the name of the department receiving the equipment. The transaction should include all the required information except the custodial code and the building code. This information is furnished by the Equipment Management Department of the receiving campus.

B. GOVERNMENT PROPERTY

1. Excess Property

When government property is no longer needed for the award for which it was provided, it is screened against needs of other awards prior to being declared excess. If there is a need for the property, the Contracting Officer is asked for authority to use or transfer. If there is no need, the property is reported as excess in the manner prescribed by the Property Administrator. For industrial plant equipment under DOD and NASA contracts, DD Form 1342 is prepared.

2. Loss, Damage, or Destruction

All cases of loss, damage, or destruction are reported to the Property Administrator as soon as the fact of such loss, damage, or destruction becomes known or when requested. The report includes all factual data as to the circumstances surrounding the loss, damage, or destruction. The extent of the University's liability, if any, is subject to a written determination by the Contracting Officer. The University may be relieved of liability upon reimbursement to the Government, if required by the determination, and disposition of any property rendered unserviceable. Shipping documents or other instruments evidencing disposal should be appropriately cross-referenced on the determination document.

3. Award Completion

Upon completion of a contract the University will submit to the Contracting Officer a list certified as to quality and quantity of any or all items of final inventory, exclusive of items for which disposition has already been directed or authorized by the Contracting Officer. The University should request the

government to remove such items or enter into a storage agreement covering them (see Physical Inventory, Section X.D.).

4. Release from Responsibility

The University is relieved of responsibility for government property with the concurrence of the Contracting Officer or a duly authorized representative by the following actions:

- a. Consumption of property in performance of the award.
- b. Retention by the University for consideration given the government.
- c. Sale of property, the proceeds of the sale being received by or credited to the government.
- d. Shipment from University premises or that of a subcontractor.
- e. Transfer of title to the University.
- f. Abandonment in place by the government.
- g. Loss, damage, or destruction.