

Dartmouth College  
Procurement Services  
Fixed Asset /Surplus Property  
7 Lebanon Street  
Suite 313  
Hanover, NH 03755  
Phone 603-646-2149

Updated 6-2-2021

### **Dartmouth College Equipment/Asset Transfer Request Form**

This request form must be completed whenever Dartmouth College equipment or other assets will be sold or otherwise transferred out of Dartmouth. If equipment/assets have a **value over \$5,000 or for which money will be received**, the transaction must be processed through the Office of Procurement Services; in this case, the signatures indicated below should be collected first, and then the completed form should be sent to [Fixed.Assets@Dartmouth.EDU](mailto:Fixed.Assets@Dartmouth.EDU). A Bill of Sale will then be issued to the buyer/transferee to complete the sale/transfer as a legal mechanism for cost recovery and/or for items with zero cost transfer. Transfers that do not meet the above criteria (i.e., **<\$5,000 and no money will be received**) can be processed through the appropriate Dean's office, in consultation with the Office of Sponsored Projects (OSP), as required, if grant funded. Transfers will follow the process outlined in the Office of Sponsored Projects Capital Equipment Transfer Guidelines (<https://www.dartmouth.edu/osp/resources/pitransfers.html>) which only pertains to capital equipment purchased with sponsored project funds.

#### **Contact Information**

<b>Name:</b> _____	<b>Dartmouth School:</b> _____
<b>Phone #:</b> _____	<b>Hinman Mail Box #:</b> _____
<b>Reason for desired Transfer, Sale, Gift, Donate, or Trade-In (e.g., faculty move, item no longer needed, etc.):</b> _____	
<b>Account to which funds received in exchange for transferred equipment should be deposited (include chart string):</b> _____	

#### **Equipment Information**

<b>Description of equipment (or attach a spreadsheet with relevant information for each piece if multiple pieces):</b>	
<u>Protection of Dartmouth IP</u> Is the asset or equipment (or does the asset or equipment contain any part) designed, developed, or invented by Dartmouth faculty, staff or student(s) which is or could be patented, copyright written, trademarked, or considered trade secret(s)? (Yes or No): Primary Investigator Initials: _____	
<u>Third-Party Rights</u> Does the asset or equipment contain any third-party licensed content or element which is exclusive to Dartmouth or which Dartmouth might otherwise lack the right to convey to the intended Buyer/Transferee? (Yes or No) Primary Investigator Initials: _____	
<b>Make:</b> _____	<b>Model:</b> _____
<b>Serial #:</b> _____	<b>Dartmouth Tag Number:</b> _____
<b>Dartmouth PI:</b> _____	<b>Purchase Price and Year Purchased:</b> _____
<b>Current Market Value:</b> _____	
<b>Grant funded?</b> <input type="checkbox"/> YES (if yes, provide sponsor name and grant #: _____)	
<input type="checkbox"/> NO (if no, describe source of funds: _____)	

### Buyer/Transferee Information

<b>Institution/Company:</b> _____	<b>Contact Name:</b> _____
<b>Address:</b> _____	<b>Phone:</b> _____
<b>Purchase Price (or include price for each piece in attached spreadsheet):</b> _____	

**Please Note \*** Export Restrictions Buyer must comply with all export laws, restrictions and regulations of the United States governing or relating to the equipment purchased. Buyer represents and warrants to Seller that Buyer is not procuring the product purchased under this Agreement with the intent to export such product in violation of US export control laws and regulations, and that Buyer is not a national or resident of any country subject to a US embargo, including without limitation Angola, Burma, Cuba, Iran, Iraq, Libya, North Korea, Sudan or Syria. For more information, go to <https://www.dartmouth.edu/comply/export/index.html>

### Required Approvals

<b>#1 Signature of Faculty/Staff Member requesting transfer (first signature required):</b>  _____ Name: _____ Title: _____ Date: _____	<b>#2 Signature of Department Chair (second signature required):</b>  _____ Name: _____ Title: _____ Date: _____
<b>#3 Signature of OSP Director or designate (third signature required if grant funded):</b>  _____ Name: _____ Title: _____ Date: _____	<b>#4 Signature of Appropriate Fiscal Officer (Fiscal Officer signature required):</b>  _____ Name: _____ Title: _____ Date: _____
<b>#5 Signature of Director of Technology Transfer Office (Only for those items with IP consideration):</b>  _____ Name: _____ Title: _____ Date: _____	