VIII. SPECIAL PROVISIONS FOR TRANSFERS OF UNIVERSITY-OWNED MATERIAL ACQUIRED WITH FEDERAL CONTRACT AND GRANT FUNDS

Recognizing that transferring federally-funded University-owned material is an accepted practice among the academic community, the following special provisions for transferring such material to other educational institutions, governmental bodies, or nonprofit organizations may be applied. However, under no circumstances whatsoever shall these special provisions apply to material acquired with State general funds.

A. In order to transfer material acquired with federal contract and grant funds to another institution, in conjunction with a move by a faculty member to that institution, the following conditions must be met:

1. The material must be available for transfer: its title must be vested in the University, and the terms of the grant or contract from which it was funded do not prohibit such transfer to another institution.

2. A written request to transfer the material must be made by the departing faculty member and must include the following:
   a. A specific list of the material including (at a minimum) property numbers, descriptions, original unit costs, and original funding sources/agencies.
   b. The reason for the transfer.
   c. Name of the institution to which title will be transferred.
   d. Justification for transferring rather than leaving or selling the material.

3. The request must be approved by each of the following:
   a. Department Head.
   b. Dean.
   c. Sponsored Projects Property Administrator (or equivalent) and/or Equipment Manager (or equivalent) - verifies that title vests in the University and that there are no restrictions to transfer.
   d. Director of Sponsored Projects (or equivalent).

4. Transfers of material with a total historical cost in excess of $100,000 must be approved by the Vice Chancellor of Administration, the Senior Vice President-Administration, the Vice President-Agriculture and Natural Resources or a comparable Laboratory Administrator in their respective areas of responsibility. Requests for material transfer shall not be divided to avoid this requirement.

5. The recipient institution must agree, in writing, to accept title, with the understanding that the material is for the initial use of the new faculty member. This agreement may be obtained via a standard acceptance form signed by an appropriate officer of the recipient institution.

B. The Equipment Manager (or equivalent) shall verify that all required approvals (as indicated in Section A., above) have been obtained and shall approve the release of the material from custody.

C. Unless specific provisions are made in the terms of a contract or grant, transfers of material to individuals or for-profit organizations are prohibited.

Exceptions to the provisions of Section VIII herein must be approved by the Senior Vice President-Administration, the Vice President-Agriculture and Natural Resources, or the appropriate Chancellor or Laboratory Director in their respective areas of responsibility. This authority to approve exceptions may be re-delegated by the Chancellor or Director only to the Vice Chancellor-Administration or a comparable Laboratory administrative officer.
D. Transfer of University-Owned Property

These provisions apply in the case of a move by a faculty member to another institution – including between different University locations – and apply to all University-owned property, regardless of funding source.

1. General Procedures
   a. University-owned property shall always be sold to the recipient institution at fair value, unless permitted by exception (see subsection 2. below)
   b. Prior to initiation of the sale, a written request must be made by the departing faculty member and must include the following:
      i. A specific list of the property including (at a minimum) property numbers, descriptions, and original unit costs.
      ii. The reason for the sale.
      iii. Name of the institution to which the property shall be sold.
   c. The request must be approved by each of the following:
      i. Department Head.
      ii. Dean, equivalent officer or designee.
      iii. Equipment Administrator (or equivalent), who verifies that title vests in the University and that there are no restrictions to the sale.
   d. A purchase order or equivalent document must be issued by the recipient institution. As appropriate, a standard University waiver of liability and hold harmless agreement, signed by an appropriate officer of the recipient institution, may be required as part of the purchase process.
   e. No sale may occur – and no property shall be removed from the University location – before all necessary procedures have been completed, all necessary approvals have been obtained in writing, and full payment has been received.
   f. The recipient institution shall provide the University with written confirmation of the arrival of the transferred property.
   g. In no case shall University-owned property become the personal property of the departing faculty member; title shall always vest with the recipient institution.
   h. Sale of property to individuals or for-profit organizations is prohibited.

2. Additional Procedures for No-Cost Transfer of University-Owned Property Acquired under a Government, State or Agency Award

No-cost transfers shall be permitted by exception only, and only with the approval of the officer delegated to control property.

Except where prohibited under the terms of an award (open or closed), or in cases where an entire open award is transferred to the recipient institution, the University reserves the right to disallow no-cost transfer requests and reserves the right to sell all property to the recipient institution at fair value. In such case, the provisions of subsection 1. shall apply.

All no-cost transfers are subject to the following additional requirements.

   a. The property must be available for transfer: its title must be vested in the University, and the terms of the award must not prohibit such transfer to another institution.
b. In addition to the requirements listed under subsection 1.b. above, the written request to transfer the property must also include:
   i. The fair value of each item of property, as provided by the Equipment Administrator, in consultation with the Useful Life Schedule, and the original funding sources/agencies of all property.
   ii. Justification for transferring rather than leaving or selling the material.

c. In addition to the approvals listed under subsection 1.c. above, the request must also be approved by:
   i. Director of Sponsored Projects or designee (in the case of open awards).
   ii. Executive Vice President-Chief Financial Officer, the Vice President-Agriculture and Natural Resources, the appropriate Chancellor or Laboratory Director, or the campus officer delegated by the Chancellor or Laboratory Director to control property.

d. The Equipment Administrator (or equivalent) must verify that all required approvals have been obtained, and must approve the release of the property from custody.

e. The recipient institution must agree, in writing, to accept title, with the understanding that the property is for the initial use of the new faculty member. This agreement may be obtained via a standard acceptance form signed by an appropriate officer of the recipient institution. As appropriate, a standard University waiver of liability and hold harmless agreement, signed by an appropriate officer of the recipient institution, may be required as part of the transfer process. The recipient institution shall provide the University with written confirmation of the arrival of the transferred property.

f. Unless specific provisions are made in the terms of an award, transfer of property to individuals or for-profit organizations is prohibited.
# APPROVALS MEMO

**SALE OF EQUIPMENT AND OTHER PROPERTY RELATED TO AN OUT-GOING FACULTY TRANSFER**

By signing below, the following departmental and senior officers indicate their approval of the sale of the equipment items listed on Exhibit A to the institution of Professor ***** of the Department of *****. Title for the property shall transfer to the institution on the date indicated, the equipment items to be used there by Professor ***** in the course of his research activities.

The sale values are the current fair values of the items, primarily determined by consulting the Useful Life Indices maintained by the University of California. The sale price is $*****; the original purchase price of the items was $*****.

---

**EXHIBIT A**

<table>
<thead>
<tr>
<th>Item</th>
<th>Manufacturer</th>
<th>Model Number</th>
<th>Serial no.</th>
<th>Purchase Date</th>
<th>Purchase Price</th>
<th>Sale Price</th>
<th>UC Property Number</th>
<th>Funding Source</th>
<th>Custodial Department</th>
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<tbody>
<tr>
<td>Microscope</td>
<td>Olympus</td>
<td>CX31</td>
<td>7A12785, 5125474</td>
<td>12/02/05</td>
<td>$1,310</td>
<td>$575</td>
<td></td>
<td>Start-Up (fund 18085)</td>
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<tr>
<td>Microscope with accessories, including Q Color 3 Digital Imaging Camera</td>
<td>Olympus</td>
<td>SXZ</td>
<td></td>
<td>12/02/05</td>
<td>$10,069</td>
<td>$4,350</td>
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<td>Compound Microscope</td>
<td>Olympus</td>
<td>BX50</td>
<td>3K07207</td>
<td>06/12/95</td>
<td>$8,266</td>
<td>$1,500</td>
<td>980001528</td>
<td>Cal. Coastal Commission (fund XXX00)</td>
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<td>Vectrino Velocimeter</td>
<td>Nortek</td>
<td>Vectrino</td>
<td></td>
<td>10/01/09</td>
<td>$10,679</td>
<td>$7,100</td>
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<td>Fellowship Program Fund (fund XXX00)</td>
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<tr>
<td>Optic D.O Meter</td>
<td>PreSens</td>
<td>Fibox 3 LCD trace v7 set</td>
<td>06/15/10</td>
<td>$10,009</td>
<td>$9,000</td>
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<td>Handheld ADV Flowtracker</td>
<td>SonTek</td>
<td>ADV-41000</td>
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<td>SonTek</td>
<td>IOPT-HSA4</td>
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<td>Spectrophotometer, including 10-cm Cell Holder</td>
<td>Beckman Coulter</td>
<td>DU800 / HR1102X13 (cell holder)</td>
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<td>08/01/06</td>
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<td>Computer w/Monitor</td>
<td>Dell</td>
<td>Optiplex 780, w/22&quot; Acer monitor</td>
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<tr>
<td>Dualrange Balance</td>
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<td>Isotemp</td>
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<td>508N0051</td>
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<td>$800</td>
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<tr>
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<td>501N0010</td>
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**$66,035**  **$32,325**