

Oklahoma State University Policy and Procedures

TRANSFER OF PROPERTY TO OTHER ORGANIZATIONS	1-0106 GENERAL UNIVERSITY November 2018
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POLICY

1.01 Oklahoma State University will retain all property as long as the University has a need for the property and it is economically feasible to continue to operate the property.

1.02 Property purchased with institutional funds will not be available for transfer or otherwise disposed of, except through procedures which have been established by the University for disposal of surplus and non-usable property.

1.03 Where title to sponsor-purchased property has been vested in the University or will become so vested in the normal course of events, transfer will only be approved when no need for the property exists currently or in the foreseeable future.

1.04 In the case of property purchased with external sponsor's funds uniquely applicable to an individual's research effort, such property may be considered for transfer to another organization under the following circumstances:

- a. The title for the property has not vested in the University and no law, agreement, or regulation exists indicating that the University may expect to obtain title to the property.
- b. A clear and justifiable reason exists supporting the release and transfer of property.
- c. The external sponsor provides written authorization supporting the transfer of property.

PROCEDURE

2.01 Oklahoma State University will consider a transfer request of externally-funded property request contingent upon the following:

- a. All requests for transfer of externally-funded property will be coordinated by and through the Dean and/or Director having administrative responsibility for the contract(s) or grant(s) involved.
- b. An authorized representative from the proposed recipient organization must provide a written request for the property considered for transfer. The request will specifically identify the property, its intended use, and their acceptance of full responsibility for the property.
- c. Unless title to the property has been unequivocally transferred to the University, the funding sponsor of the property must provide written approval of the transfer.

- d. An authorized representative of the sponsor or the organization receiving the property shall agree to reimburse Oklahoma State University for any costs which may be incurred. incident to the transfer. If the removal of major items of equipment will result in significant costs to make the space usable, these costs also must be approved for reimbursement.
- e. The Dean, Department Head, or desigee will verify the location of the property and affirm that no need for the property currently exists or will exist in the foreseeable future. The University will also make sure that reasonable steps are taken to determine if a need for the property exists elsewhere within the institution. If such a need exists, the appropriate Vice President will determine if the title of the property should be transferred or retained by the University.
- f. Transfers and disposal of University property, whether purchased through externally-sponsored funds or institutional funds must follow appropriate policies 3-0126 (Disposition of Surplus Property), 3-0127 (Federal Property Management Standards), and be coordinated with the appropriate office responsible for Asset Inventory Records.
- g. The coordinating administrator (a above) or his designated representative will work with the Manager, Inventory Section, to be certain that necessary adjustments of inventory cards and other required actions are completed.

Reference: Academic Council Minutes, December 18, 1969
Office of the Vice President for Academic Affairs, January 15, 1970

Revised: March, 1978
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