



YSM Procedures & Guidelines

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What is the definition of equipment?

- Equipment includes lab equipment, office equipment and computing equipment.
- Equipment is an asset of the University and **MUST** be safeguarded and depreciated.
- Equipment must have a useful life of more than one year and unit value greater than minimum set by University. Per Controller Fact Sheet current minimum \$5,000 (as of July 1, 2006) prior to July 1, 2006 minimum was \$2,000.
- Any questions on classification of grant purchased equipment should be referred to YSM Grant and Contract Administration (GCA) (785-4689).
- Questions regarding useful life/depreciation should be directed to the YSM Controller's Office (785-3890).

Transfer, Release or Sale of Equipment

- Equipment purchased on a grant or contract **cannot be sold to another department**, it should be transferred at no cost other than to disconnect and move the equipment. If no longer required by the PI or another investigator within the University, such equipment may be sold or released to another institution.
- The **transfer** of equipment from one department to another or **release or sale** to another institution is **allowed** with appropriate YSM approval. A detailed list of equipment to be transferred with all funding sources specified must be sent to the Department Chair for approval. The list (with the exception of computers not purchased on sponsored agreements – see link in next section) then must be routed through GCA (responsible GCA manager) for review and institutional approval.
- If the University does not have legal title, the equipment cannot be sold, transferred or released to third parties without written approval by the owner.

Department versus central responsibilities?

- Departments **MUST** ascertain that the sale, transfer of or release of equipment complies with all School/University policy and procedures.
- GCA determines the rights of any grant and contracting agency, and that the University has title to grant equipment. GCA notifies other institutions and Central University Cost Analysis department of the transfer of title.
- Central University Cost Analysis Department maintains the list of moveable equipment inventory. Departments must notify the Cost Analysis Department of any changes in the status of equipment. (432-3072).
- The Purchasing Department is responsible for aspects of the sale of any equipment, including price negotiations, with the exception of computing equipment which must be valued by ITS-Med prior to sale, (<http://info.med.yale.edu/finops/forms/eqmktv.html>).

What is the funding source for the equipment and how does that affect transfers?

- Most equipment purchased with sponsored funds is University property- contact YSM GCA with questions.
 - Exception: The research project for which the equipment is being used will continue at the new institution or the project does not involve Yale faculty or grad students.
- Equipment purchased on other funds (i.e. GA, department funds, gift or endowments) remains at Yale unless Department Chair certifies the equipment is of no use to anyone at the University.

Sale of departmental personal property under minimum

- As of July 1, 2006+ minimum = \$5,000, prior to July 1, 2006 minimum = \$2,000.
- Fair market value must be documented from a reputable source.
- Department Chair must approve and authorize the sale/transfer/release.

Discarding Computers

- Contact Yale recycling or OEHS to arrange for pick up of discarded computers.

Reference University Policy at <http://www.yale.edu/ppdev/policy/4209/4209.pdf> and <http://www.yale.edu/provost/html/facultyhb.html>