

Purpose of this Form: To report and approve assets that are to be transferred to another institution.

Application and Certification by Grantee

I am leaving Carnegie Mellon University to take a position at the institution noted below. In order to continue my research, I am requesting that the equipment described on this form be transferred to that institution. I agree to comply with any restrictions that may apply to the transfer of this equipment. A copy of the sponsor's authorization to transfer this equipment is attached. The equipment described on this form and any attachment(s) hereto is authorized for transfer to the institution noted.

Award Number: _____ Contract Number: _____ Sponsor's Name: _____

Transfer to: Name of Institution: _____
Address: _____
City, State, Zip: _____

Principal Investigator _____ Signature _____ Date _____

Property Requested and Authorized for Transfer

CMU Tag No.	Description	Model No.	Serial No.
Acquisition Cost	Manufacturer	Acquisition Date	Building Room

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Department and Sponsored Projects Accounting (SPA) Transfer Approvals

Department Head _____ Signature _____ Date _____ Department Number _____

Contract Status: _____ SPA Approver _____ Signature _____ Date _____

Date Received by SPA _____

Property Accounting Services (PAS) Transfer Approval

Date Received by PAS _____ Date Principal Investigator Contacted _____

PAS Approver _____ Signature _____ Date _____

Finance Division Use Only

Processed: _____ Date: _____

Submit this form to
Property Accounting Services at
PropertyAccounting@andrew.cmu.edu.

Updated by Property Accounting: 01.16.2024