General Instructions

1. This Form must be completed for ALL sales of university property and submitted to the Taxation Office.
2. Property must be made available to campus organizations first. Advertisement must take place for at least a week on the campus 8 1/2 x 11, market b-board, IT d-list, etc. If there is no interest from campus organizations, the property may be sold to individuals within or outside the campus. Proof of advertisement must be attached to this form.
3. This form needs to be completed for all university property being sold.
4. If the property being sold is a CAPITAL asset, in addition to this form, Exhibit M (Report of Disposition of Movable Assets) must be completed and submitted to Property Accounting.

Original Funding Source

The source of original funding for the asset must be identified by selecting the button next to the corresponding source. An asset provided by or purchased with funds from an externally-sponsored award, gift or donation, or an International Campus Partner (such as Qatar Foundation, Government of South Australia or FCT) may, by contract, be restricted from being sold or carry certain obligations that must be met before the asset is sold. Before the asset is sold, you must contact the relevant department to seek authorization (i.e., clearance) from that department that the asset does not have any restrictions that would affect the sale of the asset (and if the asset can be sold, but there are restrictions, the sale of the asset must comply with those restrictions).

If the asset was provided by or purchased with funds from:
- Departmental or Discretionary funds, no additional authorization or clearance is needed,
- an externally sponsored award, authorization or clearance is needed from SPA (signature on form),
- a gift or donation, authorization or clearance is needed from University Advancement (signature on form),
- an International Campus Partner, authorization or clearance is needed from the International Finance Department (signature on form).

YOU MUST ENSURE THAT ALL CARNEGIE MELLON OR THIRD PARTY CONFIDENTIAL OR PROPRIETARY INFORMATION HAS BEEN DELETED FROM ANY PROPERTY (E.G., PERSONAL COMPUTERS) BEFORE IT IS SOLD.

Fair Market Value (FMV)

FMV must be determined and documented on the form. Please select the button that identifies how the FMV was determined and enter the FMV amount. For "Other", please indicate the source of the FMV determination (e.g. Craigslist, Usedprice.com, or a reputable independent third party appraisal). Attach documentation supporting this FMV determination (e.g., appraisal screenprint from internet, etc.).

Sale Transaction and Tax

The required tax amount and the type of tax are based on the location of the sale of property.

- **PA (CMU Main Campus)** - 7% sales tax must be applied to the sale.
- **CA (West Coast Campus)** - the sales tax percentage in CA is different for each City and County ranging between 6% and 9%. Please contact the University Taxation Office to determine the correct sales tax percentage.
- **NY (Tepper Campus)** - 8.375 % sales tax must be applied to the sale.
- **DC (Heinz Program)** - 5.75% sales tax must be applied to the sale.
- **CMU Australia** - please contact the Taxation Office in advance of the sale in order to determine the amount of VAT (Value Added Tax) that may need to be applied to the sale.

If the buyer is a tax-exempt organization, a signed copy of the buyer's sales tax exemption certificate for the relevant state tax must be attached.

Terms and Conditions of Sale

Page two MUST be completed by the buyer AT THE TIME OF SALE UNLESS the asset was sold pursuant to a written contract between buyer and Carnegie Mellon that was approved by Carnegie Mellon's University Contracts Office or the Office of General Counsel. If the asset was sold pursuant to a written contract between buyer and Carnegie Mellon approved by one of the above departments, then Page Two should not be completed. Instead, a copy of that contract should be attached to this form or, alternatively, a brief description of the contract should be stated on Page 2 (e.g., property sold pursuant to an agreement of sale, dated (month/date/year) between ______________ and Carnegie Mellon that was approved by the University Contracts office).