

Procedures when Professors/Researchers leave the University and want to take equipment with them

- 1) Department Manager notifies ORPA that a professor/researcher is leaving University and wishes to take his/her equipment. It is easiest if Department provides a list of equipment that the researcher wishes to take.
- 2) List should include, if possible:
 - a) item name
 - b) manufacturer
 - c) University and/or Government Tag number (if present)
 - d) cost
 - e) Project/Grant (P/G) number it was purchased on
 - f) date of purchase

(If the equipment was purchased on 4000 or 6000 P/Gs, the Property Officer can help compile a list. Call 8-5461 for help.)
- 3) The Department Chair will review the request by professor/researcher, and the Chair should send ORPA either a memo or an e-mail message stating their approval, along with the list of equipment that is being transferred.
- 4) Property Officer will check all Project/Grants in which the researcher purchased equipment on.
 - a) If there is any government-owned equipment, Property Officer will contact sponsor to obtain permission to transfer equipment to new institution. Property Officer will send [DD1149 form](#) to appropriate government agency.
 - b) If the researcher has any active government project/grants and there is equipment purchased on it, the Property Officer will need to obtain permission from sponsor if title vests with government. (In cases with NASA, they will take title and transfer as Government-Owned to new institution.)
 - c) Items purchased with University funds can be sold to the new institution. Negotiation will be conducted by the Director of ORPA in consultation with the Department Chair. However, computers purchased on [Faculty Computer Program](#) cannot be taken. (The Program has the option of retrieving the system from the department and redistributing it to another faculty member. Otherwise, the department must give the system to Surplus for sale/disposal.)
- 5) Property Officer will forward list to Princeton's Purchasing Office so that they can delete the items from the University inventory system. This list and a letter transferring titles will be forwarded to the new institution by the Property Officer, so that they can put the items in their inventory system.

- 6) Faculty members are permitted to purchase their computers or laptops upon retirement or at the end of their employment at Princeton University. In order to safeguard the University's data, the following steps must be taken:
- a) The Department Manager must notify the Surplus Coordinator that a professor is retiring and wants to purchase their computer or laptop. The Department Manager is responsible for providing the make, model and specs of the unit in question.
 - b) The Surplus Coordinator will supply the Department Manager with the sale price (including 7% sales tax), a [bill of sale](#), and a [waiver for signature](#) of the Faculty member.
 - c) If the sale price is agreed upon, the Department or Faculty member will be responsible to wipe the unit and arrange delivery of the unit to Surplus for confirmation that the unit has been sufficiently wiped prior to the sale being completed to remove any operating software and proprietary data.*
 - d) The Surplus Coordinator will ensure that the mandatory wiping process has been completed by the Department. Upon confirmation that the wiping process has been completed, the Department or Faculty member will be responsible for picking up the unit in Surplus and providing the completed paperwork, including payment, to the Surplus Coordinator.

* **Note:** *If the data is unique to the Faculty member's research or work, a sale can be made with the stipulation that the Department Manager acknowledge the fact the data will be remaining with the unit and consequently will not jeopardize Princeton University.*