

## Equipment Disposal Form

Equipment Details	
Tag # (5 Digits):	PI Name:
Department #:	Building:
Acquisition Cost (if known):	Room #:
Speedtype:	Serial #:
Description:	Model #:

### Retirement Information (select all that applies)

Retirement: <input type="checkbox"/>	Sold/Traded: <input type="checkbox"/>	Moving with PI to Another Institution: <input type="checkbox"/>
Speedtype:	Proceeds:	Name of Institution:
	Traded for:	

If equipment is being transferred out of CWRU per a proposed contract (such as a purchase order or equipment purchase agreement), it must be reviewed by the Office of General Counsel, and then only may be signed by authorized signors on behalf of the university before the transfer can occur.

### Approvals – Required for Disposals

**Department Admin:**

Name:	Signature:	Date:
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**Department Chair/Dean’s Office Designee:**

Name:	Signature:	Date:
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### Approvals – Required for Grant Related Disposals

**Office of Research Administration:**

Name:	Signature:	Date:
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### Approvals – Required for Computer Equipment Scrubbing or Equipment Decontamination

**Environmental Health & Safety:**

Name:	Signature:	Date:
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**UTech Information Security:**

Name:	Signature:	Date:
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### To be completed by the Equipment Accounting Office: [controller-equipment@case.edu](mailto:controller-equipment@case.edu)

Name:	Signature
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Date processed in AM:

 Please email form to [controller-equipment@case.edu](mailto:controller-equipment@case.edu).

# Equipment Disposal Form Instructions

If equipment is to be transferred or sold to an entity outside of the United States, please contact [compliance@case.edu](mailto:compliance@case.edu) before proceeding.

## 1. Equipment Details:

- a. Please enter all know information about the equipment being disposed.

## 2. Retirement Information:

- a. First determine what type of disposal:
  - i. **Retirement** – Is used for scrapping a piece of equipment. No money will be received. The equipment is being thrown in the garbage.
  - ii. **Sold/Traded** – Money or another piece of equipment will be received for a current piece of equipment.
    1. If equipment is being transferred out of CWRU per a proposed contract (such as a purchase order or equipment purchase agreement), it must be reviewed by the Office of General Counsel before the next two steps can occur.
    2. A copy of the check or wire must be attached and include where the funds were deposited.
    3. Equipment being received - List the make, model, serial number and attach a copy of the invoice.
  - iii. **Moving with PI** – This is mainly used when a PI is leaving the university and taking some or all the equipment.
    1. Dean’s Office approval is needed prior to agreement to transfer.
    2. Office of Research Administration approval is needed for any equipment purchased with a grant.

- b. Check the appropriate box.

## 3. Approvals Required for Disposals:

- a. Department Admin:
  - i. Once the Equipment Details and Retirement Information sections are completed, the form will be signed (a physical signature or electronic signature is required to process the form).
  - ii. The department administrator or PI administrator will enter their name and date. The form will be forwarded to the Department Chair/Dean’s Office Designee.
- b. Department Chair/Dean’s Office Designee:
  - i. The approval process will be determined by each school/management center. Please contact your respective school/management center if you have any questions. This approval requires someone with authority to approve the disposal, sale or transfer of equipment outside the university.
  - ii. The form will then be sent to [controller-equipment@case.edu](mailto:controller-equipment@case.edu) to review the information, update or add information (i.e. speedtype, cost etc.).

4. **Equipment Accounting will review the paperwork.** If the equipment was purchased with grant funds, the disposal will be logged into a disposal follow-up tracking sheet and sent to the Office of Research Administration for review and approval.

**5. Approvals – Required for Grant Related Disposals:**

a. Grant Related Disposals:

- i. Office of Research Administration will review the disposal request and determine if the equipment can be disposed according to the selected retirement option.
  1. If the disposal is allowable per the grant, the Approvals for Grant Related Disposals will be completed and signed. The signed form will be returned to [controller-equipment@case.edu](mailto:controller-equipment@case.edu) for processing.
  2. If the disposal is **NOT** allowable, the Office of Research Administration will return the form to the Department Admin and [controller-equipment@case.edu](mailto:controller-equipment@case.edu) with a reason for the denial. If you have any questions, follow up with the Office of Research Administration.
  3. Equipment Accounting will update the disposal follow-up tracking sheet once received.

**6. Approvals – Required for Computer Equipment Scrubbing or Equipment Decontamination:**

After the approved disposal form is saved to the shared Google Drive by Equipment Accounting, the school/management center will be responsible for making the final arrangements with Environmental Health & Safety and Utech for the disposal off campus.

**7. To be completed by the Equipment Accounting Office: [controller-equipment@case.edu](mailto:controller-equipment@case.edu):**

- a. Approved disposals will be entered into PeopleSoft Asset Management (AM) by Equipment Accounting and signed and dated with the date processed. Equipment Accounting will save the completed form to a shared Google Drive for each school/management center.