**Procedures**

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| Transfer and Disposal of University Research Equipment | Number: CSCM-P18  Classification: CSCM  Procedural Authority: Vice President Research and Innovation  Procedural Officer: Manager, Contracts & Supply Chain  Effective Date: March 1, 2023  Supersedes: N/A  Date of Last Review/Revision: 03/01/23  Mandated Review Date: na |
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# **PURPOSE**

Research equipment purchased with grant, contract or other university funds becomes a university asset. When equipment is no longer needed by a researcher, it should be reassigned to another UNBC researcher or disposed of in a timely fashion to maximize use of space. The purpose of these procedures is to outline the steps that should be taken to transfer or dispose of research equipment purchased with university funds. This process applies to all equipment purchased: with UNBC operating funds (including CFI funds); external grants or contracts (Tri-Agency, industry), or donated to UNBC.

# **DEFINITIONS**

“AA” means the ORI Administrative Assistant

“DS” means Distribution Services

“ORI” means Office and Research and Innovation

“RAD form” means Research Asset Disposal form

# **PROCEDURES**

## Overview

### Surplus equipment includes scientific equipment as well as vehicles, ATVs, boats, and snowmobiles.

### The researcher starts the RAD form identifying the surplus equipment and sends it to the ORI. DS can assist with additional asset information required.

### **Functioning equipment** shall be offered internally first.

### *For Internal Re-assignment, see 3.3; for External Disposal see 3.4.*

### Any **non-functioning equipment**, equipment that was **purchased over eight years ago**, or equipment **purchased with CFI funds**, shall be offered internally for free. If no interest, then follow external disposal procedure. *See 3.4 for procedure*.

### At any time in the process, for **non-functioning equipment or equipment for disposal**, if the equipment needs to be removed from existing location, either a) bring it to DS with the RAD form or b) coordinate with DS for the removal.

## Functioning Equipment: Internal Reassignment

### Researcher starts the RAD form indicating the response deadline from interested researchers and sends it to research@unbc.ca.

### Original purchase information is required for form completion; DS can assist with asset information.

### For internal reassignment, the seller can offer the asset for sale from $0 to a maximum amount which is determined using the straight-line depreciation method based on an 8-year useful life of the asset.

### The maximum selling price is calculated as: Purchase Price - (Purchase Price / 8) x age (in years) of the equipment).

### The ORI AA issues broadcast email with RAD form attached offering equipment to UNBC researchers.

### Potential buyers communicate directly with the seller.

### Once a sale price has been agreed upon, the seller updates the form with the final sale price and has the buyer authorize the purchase by signing the form and indicating fund and organization codes to be charged. The form is then sent back to the ORI AA.

### The ORI AA forwards the form to Research Accounting who will confirm the availability of funds and authorized budget holder.

### Research Accounting will do the journal entry to charge the buyer’s fund and deposit the proceeds into the Surplus Research Equipment fund that is under the authority of ORI.

### The seller will have access to the proceeds from the sale, less a 10% administrative fee, for up to one year. *Use of the proceeds may be restricted by the terms of the grant funding that was used to purchase the asset.*

### Research Accounting will send the approved and finalized form back to the ORI AA for filing.

### The ORI AA will scan a copy of the form to DS to confirm asset ownership transfer; DS updates system inventory.

### The new owner shall contact the Risk Coordinator regarding any insurance transfers required.

## Non-Functioning Equipment – Internal Reassignment

### Internal researchers may repair or use any non-functioning equipment for spare parts.

### Non-functioning equipment is deemed zero value.

### The original owner completes the Asset Description section of the form indicating response deadline from interested researchers and forwards to research@unbc.ca.

### The ORI AA issues broadcast email with RAD form attached offering equipment to UNBC researchers.

### Potential buyers communicate directly with the seller

### If interest, new buyer signs RAD form, advises ORI AA and scans the form to DS to confirm ownership transfer if applicable and DS will update the inventory accordingly.

### If no interest, seller to External Sale or Disposal (see below).

## External Sale or Disposal

### If response required date has passed, ORI AA forwards the RAD form to Distribution Services indicating no internal interest.

### DS will contact the Researcher for final sale or disposal.

### The Researcher should take pictures of the equipment in its current operating location to maximize the potential revenue from the sale.

### DS will manage the disposal and determine the best channel for disposal whether government auction or specialized scientific equipment liquidators.

### DS shall code the proceeds from BC Auction (or other disposal site) less the fees to the Surplus Research Equipment fund. The seller will have access to the proceeds from the sale, less a 10% administrative fee, for up to one year.