

Please be aware of the procedures for the following situations regarding capital/fixed assets and other OSU-owned (minor) equipment. If you have any questions regarding capital assets or equipment, please contact your Equipment Manager, Fixed Assets, or review the [Fixed Assets](#) reference page.

| I need to: | Action: |
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| Move equipment to a different location | Contact your Equipment Manager (asset records will need to be updated) |
| Transfer asset equipment to another Principal Investigator (PI) or another department within OSU | A transfer form will need to be processed for transfers of assets between departments |
| Loan equipment to/from another department at OSU or to/from an outside agency | A loan agreement needs to be filled out and processed by Contract Services |
| Dispose of OSU-owned equipment | The Surplus Property pick-up request form needs to be filled out (assets need to be listed as individual line items) |
| Trade in equipment for a credit towards new equipment | Surplus Property needs to approve the trade-in using the Property Disposition Request (PDR) form |
| Have equipment replaced/upgraded by the manufacturer | Contact your Equipment Manager (asset records will need to be updated) |
| Donate/transfer equipment to an outside agency | Donations need to be approved by Surplus Property via the transfer to outside agencies process |
| Receive equipment at OSU transferred in from another agency | Department needs transfer authorization from the outside agency; submit with a FADE form to Fixed Assets if donations meet asset criteria |
| Accept a donation of equipment from an outside agency/donor | Contact the OSU Foundation for the donation process; submit a FADE form to Fixed Assets if donations meet asset criteria |
| Part-out or salvage equipment that no longer works but parts could be used elsewhere | Surplus Property needs to approve using the PDR form |
| Determine what to do with equipment since I will be leaving/retiring from OSU soon | Contact your Equipment Manager to reassign assets and minor equipment to other PIs, transfer to another institution/agency, or dispose through Surplus Property |

NOTE:

- All OSU equipment disposals (sales, donations, parting-out, etc.) need to go through [Surplus Property](#).
 - Contact [Environmental Health & Safety](#) for equipment containing hazardous materials
- Capital assets will stay on the inventory list until they go through the proper Surplus process – they are not automatically removed from the fixed assets list based on age or value.
- Equipment acquired through a grant awarded to OSU is **not** the personal property of the PI and should not be removed from OSU until the proper transfer steps are taken.