

PRP-1B AUTHORIZATION TO MOVE OR TRANSFER FURNITURE AND EQUIPMENT TO SUPRLUS PROPERTY

Is this equipment purchased on federal funds after 12/26/2014 (will have a G-Tag). If yes, Principal Investigator signature is required

If yes, confirm that: 1) the grant end date for the federal sponsored project used for the purchased has passed as of the date of this forms; and 2) the federal sponsored project vests title in the equipment with the University (see Property Management's Website for list of Federally Titled Equipment)

Is this a computer system?

If yes, has all confidential information, including licensed software, been removed? Complete and attach a copy of Form PRP-16B

Is this equipment on loan to the institution?

If yes, who is the lender?

Does the equipment require the review of Environmental Health and Safety?

If yes, please attach a Laboratory Equipment Safety Clearance Form for each piece of equipment with departmental an equipment information. EHS review and signature will be obtained by Property Management and Facilities Management

Cost Center to be used for work-order:

Name of Certifying Signature for cost center:

Email address of Certifying Signature for cost center:

Phone number of Certifying Signature for cost center:

Name of contact person for pick up:

Email address of Contact person for pick up:

Phone number of Contact person for pick up:

Any notes regarding availability of Contact person for pick up:

Please attach the Surplus Transfer Property List (*url*).

Please note - any items not on the Surplus transfer Property List will not be picked up.

From Department	Phone No.	UH Mail Code
Current Property Custodian <i>Print name</i>	Signature	Date
Principal Investigator	Name	Date
Title	Signature	

Property Management Use Only:

Approval Stamp: