

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

Is this purchased with Federal Funds after 12/26/2014  
(Tag number begins with G)?

If yes, please list here or clearly identify as such in the list of assets to  
be transferred and obtain Division of Research Approval on form.

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	Signature	Date
<i>Print name</i>		
DIVISON OF RESEARCH	Name	Date
Title	Signature	

Property Management Use Only:

Approval Stamp:

Revised Date: 11/10/2014

Form PRP-1B