

Equipment Asset Form – Transfer or Sale (Internal) to Another University Unit

Use this form when a University of Alberta unit transfers or sells an asset to another University unit. Do not use for furniture. To request an assessment of fair value, please contact FPP (Equipment Services) at eilist@ualberta.ca.

Refer to the [Equipment Asset Disposal/Retirement Procedure](#) – Internal Transfer or Internal Sale

Transfer/sale from: _____

Transfer/sale to (unit/location): _____

Effective date of transfer: _____

Reason for transfer of assets: _____

Asset Tag Number: _____

Description of asset: _____

For assets purchased from restricted funds: donor/sponsor name and terms and conditions relating to proceeds of sale of asset (if any): _____

FSK mask

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***Complete this section if the equipment asset is being sold by one unit to another (not required if transferred at no cost). If the equipment asset was originally purchased from restricted funds (F5xx, Exxxx), the selling price must be the fair value determined by FPP (Equipment Services) – refer to top of form for instructions.**

DEBIT - Department Purchasing the Asset

Account ¹	Speed Code	Fund	DeptID	Program	Class	Project	Description	Amount
							Equipment internal sale	
Total:								

¹ Enter one of the following account codes as applicable:

No GST on
Internal Sales

502341 – Equipment < \$5000	502343 – Computing Hardware <\$5000	502344 – Scientific Lab Equip <\$5000	507001 – Capital Equip >\$5000
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CREDIT - Department Selling the Asset

Account (do not change)	Speed Code	Fund	DeptID	Program	Class	Project	Description	Amount (-)
401001							Equipment internal sale	
Total:								

No GST on
Internal Sales

This section applies to disposal of computer hard drives and other data storage devices:

The unit has deleted all data and site-licensed software.

This section applies to disposal of equipment assets used to store radioactive or biological substances:

The unit has completed the [Equipment Decontamination Verification](#) and has attached a copy of this form indicating Biosafety clearance.

APPROVAL BY UNIT TRANSFERRING/SELLING EQUIPMENT ASSET

I hereby certify that the above information is true and complete:

Budget Owner Signature	Budget Owner Name (printed)	Date (mm/dd/yyyy)

APPROVAL BY UNIT RECEIVING/PURCHASING EQUIPMENT ASSET

Budget Owner Signature	Budget Owner Name (printed)	Date (mm/dd/yyyy)

Both departments are required to complete and sign form. Upon completion submit to Equipment Services (FPP), 3rd floor Materials Management Building or email: eilist@ualberta.ca.

FPP ONLY: (THIS SECTION REQUIRED ONLY IF EQUIPMENT ASSET HAS BEEN SOLD)

FPP – Approver Signature	Approver Name (printed)	Date (mm/dd/yyyy)

Forward completed form to fsglje@ualberta.ca for keying

***GST is not charged on Internal Transfer or Sale of Equipment**