

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:
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.