COE process for the transfer or sale of UW equipment

1. Faculty member prepares list of equipment to be transferred or sold.
2. Department Chair coordinates review with colleagues to determine if equipment can leave the department.
3. Department Chair approves authorization form and forwards it to the Dean's Office.
4. Dean's Office reviews list before approving authorization form.
5. Property Control reviews before approving authorization form.
6. After all approvals, equipment can be physically moved.
7. Invoice is sent to buyer and proceeds are distributed to funding resources.

Identify and reference the following:
1. Item name/description
2. UW inventory number
3. Year purchased/cost
4. Original funding source