



**Campus Administrative Policy**

**Policy Title:      Transfer of Assets To or From Other Organizations**

Policy Number: 2026                      Functional Area:      Finance

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Effective:                                      July 1, 2010  
Date Last Amended/Reviewed:          July 1, 2010  
Date Scheduled for Review:                July 1, 2017  
Supersedes:                                    Transfer of Assets To or From Other Organizations (August 7, 2003)

Approved by:                                    Associate Vice Chancellor for Finance and Administration

Prepared by:                                    Controller  
Reviewing Office:                              Executive Vice Chancellor for Administration and Finance | CFO, University of Colorado Anschutz Medical Campus  
Senior Vice Chancellor for Administration and Finance | CFO, University of Colorado Denver

Responsible Officer:                         Executive Vice Chancellor for Administration and Finance | CFO, University of Colorado Anschutz Medical Campus  
Senior Vice Chancellor for Administration and Finance | CFO, University of Colorado Denver

Applies to:                                      CU Anschutz Medical Campus  
CU Denver Campus

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**A.      INTRODUCTION**

1.      Purpose

The purpose of this policy is to manage the transfer of assets owned by the University of Colorado Denver | Anschutz Medical Campus (“university”) to another organization or the transfer of assets from another organization to the university. An example would be when a faculty member transfers to another institution and wishes to take his or her funding and equipment to the new organization/institution.

2.      Responsibility

Department fiscal managers will be responsible for ensuring the appropriate forms with

appropriate signatures are submitted to the university Finance Office in accordance with this policy. The university Controller shall monitor the transfer of all assets to assure compliance with this policy and the proper recording of approved transfers.

## **B. APPLICABILITY**

This policy applies to all assets including money, inventory, non-capital equipment (<\$5,000), and capital equipment (>\$5,000). This policy does not apply to the transfer of real property or any interest therein nor does this policy apply to commitments from sponsoring agencies handled in the Office of Grants and Contracts that do not include the transfer of actual assets. Transfers of real property are handled by the President's Office through the Chancellor. Transfer of Intellectual Property should be referred to the Technology Transfer Office.

## **C. DEFINITIONS**

1. Assets include cash, checks, stocks, bonds, or other financial paper recorded in university programs/projects; equipment or other personal property given to the university as a gift; equipment or other personal property purchased with funds administered by the university.
2. Asset Transfers include moving assets from one entity to another but do not include the sale of assets which is addressed in the Equipment Policy.

## **D. POLICY**

### 1. Transfers to Other Organizations

The transfer of university assets to another organization or institution may be approved only under the following conditions:

- a. The university requesting party has completed the *Transfer of Assets to Another Organization* (Exhibit A) form and obtained signature approval from the appropriate department chair/head, college/school dean and/or applicable vice chancellor, and the university Controller.

The following additional approvals may be required:

- 1) Space and Asset Management. If the transfer involves equipment. This includes all equipment, even if equipment was purchased for less than \$5,000. Refer to the Equipment policy.
- 2) CU Foundation. If the transfer involves gift funds, gifted equipment, or equipment purchased with gift monies, the CU Foundation must certify that the transfer is not in conflict with the donor's wishes.
- 3) Director of Grants and Contracts. If the transfer involves gift, grant or contract funds or equipment acquired with gift, grant or contract

funds, additional approvals may be required depending on the terms of the project under which the asset was obtained.

- b. The transfer is being made to an affiliated organization, another institution of higher education, or another nonprofit or government training institution.
- c. The receiving organization or institution acknowledges in writing that the assets will be officially received and recorded at the institution.
- d. If applicable, the receiving organization or institution provides documentation (purchase order or letter) guaranteeing payment to the university for the item at the negotiated price.
- e. For the transfer of cash, which is allowed only in limited circumstances, the requesting department will prepare and process the necessary payment voucher for the dollar amount of the approved transfer. The “Transfer of Assets to Another Organization” form that has been approved by all appropriate parties shall be attached as supporting documentation to the voucher.

2. Transfers From Other Organizations

The transfer of assets from another organization or institution may be approved under the following conditions:

- a. Sponsoring Agency, if applicable, has approved the transfer.
- b. All transfers must have the *Transfer of Assets from Another Organization* (Exhibit B) form completed and signed by the appropriate department administrator, university Controller, and the sponsoring agency (if applicable).
- c. Department has received the appropriate transfer form from the other organization (if available).

The above approvals are required even if the asset is acquired from Government surplus or similar organization, regardless of whether a fee for the asset is required or not.

**Notes**

1. Dates of official enactment and amendments:  
August 7, 2003: Adopted  
July 1, 2010: Revised  
February 27, 2019: Modified  
October 24, 2019: Modified
2. History:

February 27, 2019: Modified to reflect a Campus-wide effort to recast and revitalize various Campus policy sites into a standardized and more coherent set of chaptered policy statements organized around the several operational divisions of the university. Exhibits A and B “Transfer of Assets to/from” Another Organization” were replaced with links to the “Capital Asset Management” form which became effective April 30, 2018.

October 24, 2019: “Capital Asset Management” form replaced with Exhibits A and B “Transfer of Assets to/from Another Organization.”

3. Initial Policy Effective Date: August 7, 2003
4. Cross References/Appendix:
  - [Office of Management and Budget Circular A-21](#)
  - [Office of Management and Budget Circular A-110](#)
  - [Exhibit A, Transfer of Assets to Another Organization](#)
  - [Exhibit B, Transfer of Assets from Another Organization](#)

**Transfer of Assets to Another Organization**

Instructions: Campus Fiscal Policy 2026, *Transfer of Assets to or from Other Organizations*, requires the completion and approval of this form before any proposed transfer of assets to another organization can take place. Department Administrators will be responsible for completing the form and obtaining the applicable approvals prior to the transfer of assets. Please allow 30 days in advance of the transfer date.

REQUESTING PARTY: (Please Print)

Name: \_\_\_\_\_ Department: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Please check the applicable boxes:

Request is for transferring equipment (complete pages: 1, 2 and 3)     Request is for transferring monies (complete pages: 1 and 2)

Please provide justification for the transfer of assets: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Effective Date of Transfer (if approved): \_\_\_\_\_

Name of Receiving Organization: \_\_\_\_\_

Mailing Address (to send equipment info or mail check): \_\_\_\_\_

Shipping Address (for shipping equipment): \_\_\_\_\_

\_\_\_\_\_  
Contact Name at Receiving Organization: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Requestor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Transfer of Assets to Another Organization**

**APPROVALS: (Approvals are listed in the order that the form should be routed)**

Department Chair/Head: \_\_\_\_\_ Date: \_\_\_\_\_

School Dean/Vice Chancellor: \_\_\_\_\_ Date: \_\_\_\_\_

Space and Asset Management: \_\_\_\_\_ Date: \_\_\_\_\_  
*(Required if transferring equipment to certify the accuracy of the equipment information provided)*

Director, Grants and Contracts: \_\_\_\_\_ Date: \_\_\_\_\_  
*(Required if transferring sponsored project or gift monies/equipment purchased with sponsored project/gift monies)*

CU Foundation: \_\_\_\_\_ Date: \_\_\_\_\_  
*(Required if transferring gift monies/equipment purchased with gift monies)*

Controller: \_\_\_\_\_ Date: \_\_\_\_\_

**TRANSFER OF MONIES (Complete only if the request involves the transfer of monies to another organization)**

<u>Speedtype</u>	<u>Program/Project Title</u>	<u>Responsible Party</u>	<u>Transfer Amount</u>
_____	_____	_____	\$ _____
_____	_____	_____	\$ _____
_____	_____	_____	\$ _____

**Transfer of Assets to Another Organization**

**TRANSFER OF EQUIPMENT**

For **ALL** equipment, complete the following information. **This includes equipment purchased for less than \$5,000:**

Equipment Description (Including manufacturer and model)	Serial #	Original Acquisition Date	Original Cost	Property Tag # (if applicable)	Bldg	Location/ Room#	Fund	Org	Program/ Project

**Transfer of Assets from Another Organization**

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REQUESTING PARTY: (Please Print)

Name: \_\_\_\_\_

Department: \_\_\_\_\_

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

Please check the applicable boxes:

Request is for transferring equipment (complete pages: 1, 2 and 3)

Request is for transferring monies (complete pages: 1 and 2)

Please provide justification for the transfer of assets: \_\_\_\_\_

\_\_\_\_\_

Effective Date of Transfer (if approved): \_\_\_\_\_

Name of Originating Organization: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

\_\_\_\_\_

Contact Name at Originating Organization: \_\_\_\_\_

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

Requestor's Signature: \_\_\_\_\_

Date: \_\_\_\_\_



Transfer of Assets from Another Organization

APPROVALS: (Approvals are listed in the order that the form should be routed)

Department Administrator: \_\_\_\_\_

Date: \_\_\_\_\_

Director, Grants and Contracts: \_\_\_\_\_

Date: \_\_\_\_\_

(Required if transferring sponsored project monies and its associated equipment)

Controller: \_\_\_\_\_

Date: \_\_\_\_\_

TRANSFER OF MONIES (Complete only if the request involves the transfer of monies from another organization)

<u>Speedtype</u>	<u>Program/Project Title</u>	<u>Responsible Party</u>	<u>Transfer Amount</u>
_____	_____	_____	\$ _____
_____	_____	_____	\$ _____
_____	_____	_____	\$ _____
_____	_____	_____	\$ _____
_____	_____	_____	\$ _____

