

# H9: Grant Transfer of Property, 2014

Effective Date: 4/13/05

Prior Date: 12/14/04

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## Purpose and Scope

Some grants provide for the purchase of property on behalf of project partners or participants who are not University employees or students.

The Grant Transfer of Property (2014) form is used to document the transfer of property, purchased with grant funds, from a grant account to another entity.

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### Authority & Responsibility

The grant fiscal agent prepares the form, obtains the signatures and forwards to Property Control.

1. General Accounting:
  - a. Codes and deletes the transfer items in the Property Control System
  - b. Forwards a copy of the monthly Property Control Report (generated by In Service) to the Property Control Supervisor
2. The Property Control Supervisor:
  - a. Forwards Property Control Reports to Central Management Systems (CMS)
  - b. Forwards CMS approved reports to General Accounting.

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### References

1. [Controller's Office Resources web site](#), Printable Forms section, *Grant Transfer of Property* form
2. *Fiscal Agent Handbook*, Forms Instructions section, [M44: Grant Transfer of Property, 2014](#).

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Definitions

None

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## Questions

Questions should be directed to the Property Control Supervisor, X5132.

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