

# M44: Grant Transfer of Property, 2014

Effective Date: 5/20/05

Prior Date: 12/14/04

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## Purpose and Scope

These instructions describe how to fill out the *Grant Transfer of Property (2014)* form that is used by Property Control 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.

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## References

1. [Controller's Office Resources web site](#), Printable Forms section, *Grant Transfer of Property* form
2. *Fiscal Agent Handbook*, Property Control, [H9: Grant Transfer of Property](#)

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## Definitions

None

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## Instructions: Grant Transfer of Property

- | <u>Item</u> | <u>Description</u>  |
|-------------|---|
| 1           | From (Project Director): Enter the name of the grant project director.  |
| 2           | Date: Enter the date of the transfer.   |
| 3           | Purchase Order #: Enter the number of the Purchase Order that documents the purchase of the property being transferred.                         |
| 4           | Account #: Enter the account number of the grant that purchased the property being transferred.   |
| 5           | Titled: Enter the name of the grant that purchased the property being transferred.  |
| 6           | (description): Enter a description of the property being transferred.   |
| 7           | (name & address of recipient): Enter the name and address of the person or organization to whom ownership of the property is being transferred. |
| 8           | Fiscal Agent Signature: The fiscal agent of the grant transferring the property signs here.   |
| 9           | Date: Enter the date the fiscal agent signs this form.  |
| 10          | Recipient Signature: The recipient of the property signs here.  |
| 11          | Date: Enter the date the recipient signs this form.   |
| 12          | Grants and Contracts Administrator Signature: The Grants and Contracts Administrator signs here.  |
| 13          | Date: Enter the date the Grants and Contracts Administrator signs this form.  |

NOTE: Documentation must be attached that shows that the transfer is allowable e.g. text from approved proposal.

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## Facsimile

**N** Northeastern Illinois University

### Grant Transfer of Property

To: Property Control

From: \_\_\_\_\_ (1)  
(Project Director or Fiscal Agent)

Date of Transfer: \_\_\_\_\_ (2)

Purchase Order # \_\_\_\_\_ (3) was processed through  
Northeastern Illinois University Grant Account # \_\_\_\_\_ (4)  
titled: \_\_\_\_\_ (5)

As per the provisions of this Grant, the following property \_\_\_\_\_ (6)  
\_\_\_\_\_  
(description)

has been transferred to: \_\_\_\_\_ (7)  
\_\_\_\_\_  
(name & address of recipient)

\_\_\_\_\_  
Fiscal Agent Signature \_\_\_\_\_ (8) Date \_\_\_\_\_ (9)

\_\_\_\_\_  
Recipient Signature \_\_\_\_\_ (10) Date \_\_\_\_\_ (11)

\_\_\_\_\_  
Grants and Contracts Administrator Signature \_\_\_\_\_ (12) Date \_\_\_\_\_ (13)

Fiscal Agents must attach documentation that this transfer is allowable.  
(e.g.; text from approved proposal)

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## Questions

Questions should be directed to the Property Control Supervisor, [J-Kearney@neu.edu](mailto:J-Kearney@neu.edu) , X5132.

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