

Instructions for completing the Vanderbilt University Property Transmittal Form

*** Note please do not complete this form to dispose of an asset if the asset is still in service, but fully depreciated. The asset should only be removed as an asset if it is no longer in service at Vanderbilt University.**

- A** Should be completed by the department that is requesting action.
- B** General Information about Asset(s), Disposition Codes, and Asset Transfers.
 - Financial unit - Enter the financial unit in custody of the asset.
 - Code - Disposition code must be selected from Section C.
 - New Department - This field is mandatory for all transfers.
 - New Bldg / New Room - Obtain location from new department
- C** Disposition Codes - The appropriate code from the disposition code column must be selected.
- D** This section is for Plant Operations use ONLY. Final disposition, for all assets with a disposition code of "E", must be communicated to the appropriate asset management office so that asset records can be updated.
- E** Trade-in information must be completed for all Vanderbilt assets traded-in
- F** Net Book Value (Capital Cost, less Accumulated Depreciation) Information must be completed.
- G** To be signed by the Principal Investigator that is transferring equipment to an external entity.
- H** Print **and** Sign name per applicable routing instructions.

If you need help with this form please contact:
Finance at 615-343-6739 or Plant Operations at 615-343-2784

Routing Instructions

Surplus to Plant Operations

- 1 Administrative Officer / Faculty / Principal Investigator
- 2 Chairperson / Director
- 3 Plant Operations (copy)
- 4 Finance - Accounting (copy)

Add to Inventory

- 1 Administrative Officer
- 2 Finance - Accounting (copy)

Note for Surplus Property

For surplus property to be transferred to Plant Operations (disposal code E), the appropriate asset management office will send a copy of the PTF form back to the department with approval to surplus. Then the department should contact Plant Operations at 615-343-9675 to schedule pick-up and relocation to the surplus property warehouse. Upon final disposition of the equipment, Plant Operations must complete section D of the form and send a copy to Finance.

For more information regarding the proper disposal of University property, see Section 10.0 of the Procurement Policies and Procedures for Departments, and the Procedures for Acquisition, Management, and Disposal of Capital Assets.

Transferred Out to external entity

- 1 Principal Investigator must complete section F
- 2 Administrative Officer / Faculty / Principal Investigator
- 3 Plant Operations (copy)
- 4 Finance - Accounting

Scrapped by Department, Traded-In, Stolen or Lost

- 1 Administrative Officer / Faculty / Principal Investigator
- 2 Chairperson / Director
- 3 Plant Operations (copy)
- 4 Finance - Accounting (copy)

<http://www.vanderbilt.edu/procurement/about/forms/Procurement%20Policies%20&%20Procedures.pdf>

<https://finance.vanderbilt.edu/accounting/policies.php>

Please e-mail copies of the completed form to:

1. capitalassets@vanderbilt.edu
2. Waste and Recycling Manager in Plant Operations,
Peabody Maintenance Building
at: recycle@vanderbilt.edu

If the property you are wanting to transfer/dispose of was purchased with grant funds, please contact the Office of Contract and Grant Accounting (OCGA) to first determine whether the property is owned by Vanderbilt. If the property is owned by Vanderbilt, then proceed with utilizing this form. If the property belongs to another entity, OCGA can provide further guidance. Contact OCGA at ocga-postaward@vanderbilt.edu, 615-343-6655.