

AUTHORIZATION FOR FACULTY TO PURCHASE OR TRANSFER EQUIPMENT

If equipment is to be removed from the University by terminating or retiring faculty, this approval form must accompany the Faculty, Staff, & Admin Retirement Checkout Form or Faculty, Staff & Admin Employment Termination Checkout Form.

Departments may not give university equipment, software, or supplies to terminating or retiring faculty. Pre-authorization from the Academic Vice President and the Administrative Vice President is required in the following circumstances (note cell phone exception):

Terminating faculty may not purchase, university equipment or supplies; in rare situations they may be allowed to transfer same to another institution. As needed, attach list on page 2 and enter total value below.

Retiring faculty may in rare situations be allowed to purchase their assigned computer access device/tablet/cell phone at fair value. Fair value amounts are determined as follows:

- **For access devices, tablets, etc:** Ben Jenkins, OIT 422-4386 ben_jenkins@byu.edu
(Note: Department CSR shall confirm all BYU data and licensed software is removed prior to purchase.)
- **For cell phones:** Garlan McCoy, Cell Phone Office 422-4702 cellular_billing@byu.edu
(Note: Cell phone requires ONLY College/Division approval below. Department CSR shall confirm all BYU data and licensed software has been removed prior to purchase.)
- **For other equipment:** Todd Mortensen, University Surplus Administrator 422-7004
todd_mortensen@byu.edu

NAME of Faculty:	REASON for requesting transfer or purchase:		
Description of Equipment or Access Device	BYU Asset Tag # or Dept Tag # (if any)	Purchased from External Research Grants? Yes/No	Determined Fair Value
		Yes No	\$

College/Division Name _____

College/Division Authorization _____ / _____ Operating Unit _____
For payment deposit

UNIVERSITY AUTHORIZATION

Academic Vice President *and/or* _____ / _____

Assoc. Academic Vice President-
Research and Graduate Studies _____ / _____

Administrative Vice President _____ / _____
Authorized Signature *Date*

College/Division Controller: Send copies of approved form to: Benefits Office (D240 ASB, General Accounting-Capital Equipment (C249 ASB), University Surplus Administrator (C-40 ASB), Cell Phone Office (3951 WSC). Retain cashier receipt from Benefits Office or department deposit.

Benefits Office: After approval of this form, the university's retirement gift amount may be applied to the above fair value purchase amount; any additional funds required will be provided by the retiring employee using cash, check or credit card. Send copy of the cashier's receipt for purchased items to college/division controller.

**Record gift amount and deposited sale proceeds to above Operating Unit and for Access Equip, account 6620—Access Equip Sale Proceeds; for Cell Phone, 6109—Supplies Reclaim; for any Other Equipment—determine with Todd Mortensen.*

**AUTHORIZATION FOR FACULTY
TO PURCHASE OR TRANSFER EQUIPMENT**

Name of Institution Equipment, Software or Supplies are to be Sold/Transferred:	Address	Contact Name	Telephone	
Description of Equipment or Access Device	BYU Asset Tag # or Dept Tag # (if any)	Purchased from External Research Grants? Yes/No		Determined Fair Value
		Yes	No	
		Yes	No	
		Yes	No	
		Yes	No	
		Yes	No	
		Yes	No	
		Yes	No	
		Yes	No	
		Yes	No	
		Yes	No	
		Yes	No	
		Yes	No	
		Yes	No	
		Yes	No	
		Yes	No	
		Yes	No	
		Yes	No	
		Yes	No	
		Yes	No	
		Yes	No	
		Yes	No	
		Yes	No	
		Yes	No	
		Yes	No	
		Yes	No	
		Yes	No	
		Yes	No	
		Yes	No	
		Yes	No	
		Yes	No	
Total (enter on page 1)				