

*Equipment Transfer - Draft Memo Sample*

MEMO

To: Contract & Grant Administration

From: Professor X, PI

Subject: Transfer of Equipment

Please be advised that effective 1/1/xxxx I have accepted a position with Another U. In order to continue my research, I am requesting the equipment listed on the following page be permanently transferred to Another U. I understand that the attached list must be accepted/signed by an authorized representative of Another U before this transfer can be completed.

I also request that MSU begin closeout procedures so that grants X, Y, and Z can be transferred to Another U.

Thank you for your advice and assistance over the years.

Approved:

Chair

Dean

CGA