

*Equipment Transfer - Draft Memo Sample*

MEMO

To: Contract & Grant Administration

From: Short Sighted, PI

Subject: Transfer of Equipment

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

Thank you for your fabulous advice and assistance over the years, the stock tips (oh - sorry).

Approved:

Chair

Dean

CGA