



## Equipment Transfer Policy

1. Written request from the P.I. (faculty member) to the Department Chair, requesting permission to remove or transfer equipment. Approval by the Department Chair is at their discretion.
2. Description of the equipment, Date of Purchase, Purchase price, University Tag Number (to ensure that equipment is removed from inventory).  
Account number or source of funds, used to purchase equipment items.
3. Approval by the Office of Research Services.
4. The P.I. (faculty member) or new institution will be responsible for shipping and insurance of all equipment that is removed from Loyola University Chicago at the Medical Center.