LINGNAN UNIVERSITY

**Project Equipment Transfer/Disposal Form**

[updated in Dec 2020]

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| **Note:**   1. At the completion of a Teaching Development Grant (TDG) project administered by the Teaching and Learning Centre (TLC), subject to the requirements of the funding body (if any), equipment bought with the project fund (if any) shall be kept by the Principal Project Supervisor (PPS) for teaching or other University purposes. No action is required in this scenario. 2. If the PPS does not wish to keep the equipment for purposes as mentioned in (1) above, the PPS should ask his/her Head of Department and TLC whether the Department or TLC wishes to keep it for purposes related to either the Departments, enhancement of teaching and learning, OR TLC if said equipment can be of benefit to the wider University and/ or to other projects. If so, the PPS should transfer the equipment to the Department or TLC. If said equipment is transferred to TLC, TLC will keep a register for equipment transferred and include them in calls for TDG proposals, to reduce potential duplication of resourcing. 3. If the Department or TLC does not wish to keep the equipment for purposes as in (2) above, the equipment should be transferred by the PPS to the Comptroller’s Office (CO) for disposal according to University guidelines. 4. If either the PPS or the Department or TLC opts for keeping the equipment initially but later wishes to dispose of it, the PPS or the Department or TLC as appropriate shall contact the CO directly regarding it. 5. “Equipment” refers to items under the budget line of Equipment in the project account as kept by CO (e.g. computer hardware, software and manuals) whether it is at a value of or above HK$20,000 (for which CO will have a fixed asset record), or at a lower value. At CO, all fixed assets are recorded in the name of the Department. 6. Whether the equipment is kept for the use of the PPS or the Department, it remains to be the property of the University. 7. This Form will be kept by CO for record, and for CO to liaise with the PPS for the scenario in (3) above if applicable. |

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| --- | --- | --- | --- | --- |
| Principal  Project Supervisor: |  | Department: | |  |
| Project title: |  | Project code: | |  |
|  |  | | | |
| Equipment | Item (what it is) | | Quantity | |
|  | |  | |
| 1. (insert more rows if needed) | |  | |

Please ☑ the appropriate box

|  |  |
| --- | --- |
| (a) |  |
|  | for purposes in Note (1) above, and hence I will give it to the Department. |

|  |  |
| --- | --- |
| (b) |  |
|  | disposed of by the Comptroller’s Office. |

**Signature by Principal Project Supervisor**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  |  |  |  |
| Name |  | Signature |  | Date |

**Signature of acknowledgement by Supervisor of PPS**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  |  |  |  |
| Name |  | Signature |  | Date: |

Please send this Form to the Teaching and Learning Centre

Enquiry: Ph 2616 7581 Email: tlc[@LN.edu.hk](mailto:@LN.edu.hk)

(For office use)

|  |  |
| --- | --- |
| Form forwarded by TLC to CO on (date): |  |