HSC Transfer to Plant Form

Guidelines

A Transfer to Plant Form (TTPF) MUST Be Completed if equipment to be purchased is greater than $5,000 per Inventory Control Guidelines http://inventory.unm.edu/ or Capital Project greater than $10,000.

* Prior to initiating TTPF, a unique activity code and Plant Fund should be set up by Department or HSC Finance & Administration, if HSC Research Equipment.

Step 1: Complete Header Section First

Project Title, Brief Description, and Requesting Department, Contact name, phone and Date.

Step 2: Source Funding

List the Cost Share commitments from departments (if applicable), if Grant funded, please consult with HSC Contracts and Grants Department and obtain authorized signatures from Index owners.

Step 3: Justification and Time Frame

Provide a brief description (see Award Letter for HSC Research Equipment) and timeline for purchasing equipment (the award letter will contain this information).

Step 4: Reversion Date

The Award Letter contains the information for the deadline to complete the transaction. Operations and Maintenance Cost Plan for adding building square footage, attach O&M recurring cost plan. If not, leave blank.

Step 5: Approvals

Signature #1, Dean, Director of Chair must be obtained (SOM, please check with Kristin Gates).

Signature #2, Chief Budget & Facilities Officer, Robert Fondino.

Signature #3, HSC Senior Executive Officer for Finance and Administration, Ava Lovell.

Step 6: Submit Form to:

Signed form must be processed and received by HSC Budget Office, MSC 07 4340 or 1650 University Blvd NE, Suite 2600.

Once form is complete with all approval signatures it is routed to the HSC Budget Office. A completed form will be scanned and sent via email back to the contact listed on the form.

Create Journal Voucher to establish budget.

JV's will be approved by the HSC Budget Office when the TTPF is complete with all authorized signatures. JV#'s will be added to the form when it is matched with the TTPF. Once JV is approved, the purchasing process may proceed.