

## Equipment Transfer Form

This form must be completed for transfers of any Homeland Security grant equipment with an original purchase price of \$5,000 or above.

Original Subrecipient (Transferring) Agency:

Receiving Agency:

Transferring Agency's Contact Name & Phone Number

Receiving Agency's Contact Name & Phone Number

Item	Make	Model	Serial Number	Original Cost	Original Acquisition Date	Transfer Date	Grant Year & Funding Source

**TRANSFER TERMS:**

Transferring Agency's Responsibilities:

1. Submit a signed copy of this form to SDHLS within 30 days of the transfer.
2. Maintain all grant records pertaining to this equipment for three years after the transfer date.
3. Provide the Receiving Agency a copy of the original purchase invoice for each equipment item.

Receiving Agency's Responsibilities:

1. Agree to the HSGP Terms & Conditions available at: [http://dps.sd.gov/homeland\\_security/homeland\\_security\\_grants.aspx](http://dps.sd.gov/homeland_security/homeland_security_grants.aspx)
2. Provide all necessary installation costs, insurance, annual maintenance, calibration, repair, and parts replacement for the equipment received.
3. Provide proper training and technical support to those assigned to use the equipment.

**Legal Considerations:** The Transferring Agency and Receiving Agency should contact their legal departments to determine whether other legal provisions are required between the agencies. This should be accomplished by a separate agreement between the two agencies.

**BY SIGNING THIS DOCUMENT, YOU AGREE TO THE ABOVE TRANSFER TERMS.**

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Transferring Agency Representative Signature	Printed Name	Date
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Receiving Agency Representative Signature	Printed Name	Date
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