



**STANFORD**  
SCHOOL OF MEDICINE

## Property Management



Dear Faculty,

We understand equipment is important to your research work; it is also important to Stanford's financial reporting and compliance. A trained Department Property Administrator (DPA) is your local resource to assist you with questions related to equipment. Please contact your DPA for any transactions involving equipment including --

1. Purchasing
2. Disposal
3. Donation
4. Outgoing transfer
5. Incoming transfer
6. Incoming loan
7. Outgoing loan
8. Fabrication

Thank you for keeping your DPA informed! Please see contact information below.

### Your local resource for property management

**DPA Name:**

**Phone Number:**

**Email:**