



Stanford University

Office of Research Administration
Property Management Office

SPS Fee Structure (revised 9.1.2021)

pre-tax sale amount (per item)		
from	to	Dept %
\$1	-\$1499.99	00%
\$1500	-\$3499.99	10%
\$3500	-\$4999.99	20%
\$5000	-\$6499.99	30%
\$6500	-\$7999.99	40%
\$8000	-\$9999.99	50%
\$10000	-\$24999.99	60%
\$25000	-\$49999.99	70%
\$50000	+	90%

Please note:

Sales transactions involving faculty transfers to other institutions will incur a minimum \$500.00 administrative fee.

Addendum for outgoing transfers:

Sales and transfers to other institutions require approval from the Department Chair and the school's Dean's Office (or equivalent business unit entity), as well as the Property Management Office. No-cost transfers also require a justification statement outlining how the transfer benefits Stanford.