



Stanford University

Office of Research Administration
Property Management Office

SPS Fee Structure

pre-tax sale amount (per item)

Sale Amount	Dept %
\$1-\$1,499.99	00%
\$1,500-\$3,499.99	10%
\$3,500-\$4,999.99	20%
\$5,000-\$6,499.99	30%
\$6,500-\$7,999.99	40%
\$8,000-\$9,999.99	50%
\$10,000-\$24,999.99	60%
\$25,000-\$49,999.99	70%
\$50,000+	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.