

## DISPOSAL OF SURPLUS EQUIPMENT

The responsibility and authority for disposition of **any capital asset items**<sup>1</sup> owned by the University of Manitoba, or non-owned property under care, custody and control of the University, are specifically assigned to Capital Asset Management.

The disposition of **any non- capital asset items**<sup>2</sup> owned by the University of Manitoba or any on-campus businesses/services are assigned to Physical Plant and can be disposed by utilizing a “**Non-Capital Asset Disposal Form**”.

A separate **CAPITAL ASSET MANAGEMENT ASSET DISPOSAL ADVICE FORM (A/D)** must be completed and submitted for **EACH CAPITAL ASSET** that a department requests to sell. This is to facilitate the bidding process, as not all items are sold to the same person or at the same time.

For items to be disposed by other means than selling, an **A/D** form may be prepared with an “as per attached” listing of the equipment. This list must be specific and must include method of disposal, description of items, and asset/tag numbers in order to ensure proper removal from the department’s inventory.

### **\*\*NOTE\*\***

**All Capital Asset Management Asset Disposal Advice forms must be fully completed with proper signatures obtained from both the Head of the Department and the Director or Dean of the Faculty.**

**Special Note:** Capital Asset Management will no longer be handling the disposal of servers and computers. Please follow the new procedure for the decommissioning of computers via <http://umanitoba.ca/computing/ist/systems/pccomdcom.html> .

### **Methods of Disposal:**

**A Capital Asset Management Asset Disposal Form** is required in each of the following methods of disposal:

1. All items for sale are advertised via the internet under the University of Manitoba webpage, [http://www.umanitoba.ca/admin/financial\\_services/cams/goods\\_sale.html](http://www.umanitoba.ca/admin/financial_services/cams/goods_sale.html)
2. All items to be transferred to another existing University department.
3. All items donated to another organization.
4. All items to be traded-in.
5. All items missing / unable to locate.
6. All items stolen (must include police file #).
7. All items for recycling (electronics).

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<sup>1</sup> *Capital Asset Items* are items that have been assigned an asset/ tag number and had a value of \$1,000 or more, if purchased before 2008, and a value of \$2,500 or more, if purchased after 2008. In addition, a capital asset item has a useful life of one year or more. (If unsure that the item is a capital asset item, please contact: Raisa Dvoyrin at [Raisa.Dvoyrin@umanitoba.ca](mailto:Raisa.Dvoyrin@umanitoba.ca) or 204-474-6447)

<sup>2</sup> *Non-Capital Asset items* are items which do not meet the criteria for a capital asset (as stated in footnote 1). (If unsure that the item is a capital asset item, please contact: Raisa Dvoyrin at [Raisa.Dvoyrin@umanitoba.ca](mailto:Raisa.Dvoyrin@umanitoba.ca) or 204-474-6447)

8. *Capital Asset Items* to be dismantled for parts to be used within the department.

9. *Capital Asset items* for the Physical Plant Re-Shop,  
[http://umanitoba.ca/campus/physical\\_plant/waste\\_prevention/599.html](http://umanitoba.ca/campus/physical_plant/waste_prevention/599.html)

10. *Capital Asset items* scrapped by Physical Plant.

**A Non-Capital Asset Disposal Form** is required in each of the following methods of disposal:

1. *Non-Capital Asset items* to be dismantled for parts to be used within the department.

2. *Non-Capital Asset items* for the Physical Plant Re-Shop,  
[http://umanitoba.ca/campus/physical\\_plant/waste\\_prevention/599.html](http://umanitoba.ca/campus/physical_plant/waste_prevention/599.html)

3. *Non-Capital Asset Items* scrapped by Physical Plant.

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