



**Capital Asset Management
Asset Disposal Advice Form**

FACULTY/UNIT & ORG (FOAP)	DEPARTMENT NAME	DATE
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ASSET DESCRIPTION (NOTE: THE VICE-PRESIDENT MUST APPROVE IF REVENUES ESTIMATED OVER \$10,000, IF SELLING AN ASSET)

Serial Number(s) _____ Asset Tag / Property Number(s) _____

Date Acquired _____ Purchase Order No. _____ Original Cost _____ Original FOAPAL or Budget/Grant # Charged: _____

CURRENT CONDITION OF EQUIPMENT:

EXCELLENT (like new) GOOD (working) POOR (needs repair) NOT WORKING

DISPOSAL METHOD (Please submit ONE form per disposal method.)

NOTE: IF DISPOSING OF LAB EQUIPMENT, PLEASE REFER TO DECOMMISSIONING INSTRUCTIONS ON PAGE 2 OF FORM

OFFER FOR SALE TO BE TRANSFERRED (provide Dept. & Contact Person)

TO BE DISMANTLED FOR PARTS (used within the Dept/University)

FOR RECYCLING ⁱ FOR TRADE-IN (give new PO #) _____

TO RE-SHOP ⁱⁱ (All Office Furnishings)

TO BE DONATED ⁱⁱⁱ TO BE GARBAGED THROUGH PHYSICAL PLANT
FOAP TO CHARGE (Re: Lab Equip for Bannatyne Campus only)

ITEM MISSING / STOLEN (if stolen, police file No. required)

LOCATION OF ASSET: _____ ROOM: _____ BUILDING: _____

BEST OFFER (OFFER FOR SALE ONLY) RESERVE BID (OFFER FOR SALE ONLY) \$ _____

FOAPAL TO BE CREDITED (OFFER FOR SALE ONLY): _____

FOR FURTHER INFORMATION OR TO VIEW EQUIPMENT:

CONTACT: _____ PH. _____ E-MAIL: _____

AUTHORIZED SIGNATURES (PLEASE PRINT AND SIGN):

GRANTEE / DEPT. REP.	DATE	DEAN / DIRECTOR / ADMIN UNIT HEAD	DATE
DEPARTMENT HEAD	DATE	VICE-PRESIDENT ADMIN (over \$10,000.00)	DATE

FOR CAPITAL ASSET MANAGEMENT USE ONLY

ADVERTISED VIA: <input type="checkbox"/> E-MAIL <input type="checkbox"/> FAX <input type="checkbox"/> WEBSITE / INTERNET <input type="checkbox"/> OTHER MEDIA: _____		ASSIGNED BID #	
COMMENTS:		BID CLOSING DATE:	
SPECIFICS OF SALE	DATE SOLD:	TOTAL REVENUE \$ _____ . _____	RECEIPT / ID #
	SOLD TO:		
TAXES & OTHER COSTS: 210551 \$ _____ . _____		ACCOUNT CREDITED: 103165	NET REVENUE: \$ _____ . _____

APPROVED BY	CAPITAL ASSET MGMNT REP	DATE	MGR/REV, CAP & GEN ACCT	DATE
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CAPITAL ASSET MANAGEMENT BUDGETS & GRANTS ORIGINATING DEPARTMENT

General Instructions for Disposal of Lab Equipment (two forms will be required)

It is **crucial** for items used in a lab environment to follow the decommissioning and decontamination of hazards or potential hazards prior to disposal:

- Any scientific equipment that contains or has been used with chemical, radioactive or biological materials
- Or originates from a laboratory environment (including refrigerators, freezers, microwaves, benches, cupboards etc.)
- Items may only be re-used (including offered for sale, transfer or donation) in a “chemical/wet” laboratory but under **NO** circumstances should any of these items be reused for food storage or food preparation.

Physical Plant and Contractors will require two completed forms with authorized signatures:

1. Asset Disposal Form
2. Decommissioning form:
http://umanitoba.ca/admin/vp_admin/risk_management/ehso/media/DecomEquipForm20160915fillable.pdf

(Please send both forms, Asset Disposal Form and Decommissioning form, to 315 Administration Building, Attention: Raisa Dvoyrin 204-474-6447)

Environmental Health and Safety Office (474-6633) can be consulted in determining an appropriate decommissioning/decontamination procedure.

Additional information can be found in:

https://umanitoba.ca/admin/governance/media/Capital_Equipment_Control_Procedures_-_2014_03_06.pdf

Note:

ⁱ Follow Decommissioning Process for the disposals of **Computers, Laptops, Servers, Printers or Electronic Devices, that may contain an internal memory/drive.**

<http://umanitoba.ca/computing/ist/systems/pccomdcom.html>

Recycling includes all computer peripherals and electronic office equipment such as monitors, keyboards, phone, calculators, recorders, etc.

ⁱⁱ Re-Shop includes all furnishings regardless of current condition (excellent, requires repairs or not working, etc.)

ⁱⁱⁱ Donation to another Organization requires two letters along with an Asset Disposal Form:

- Letter issue from the unit or department to donating organization
- Letter from donating organization for item(s) receiving