

## GENERAL INSTRUCTIONS FOR COMPLETING ASSET DISPOSAL ADVICE FORMS

1. All Asset Disposal Advice forms must be fully completed before they are mailed to Capital Asset Management (315 Administration Bldg.) for processing. ***A separate form is required for each item you wish to sell.*** If you have a large number of items that are of little or no value to be donated, recycled or disposed of, then a detailed list attached to one form for each disposal method is acceptable. If furniture/ Equipment are being ordered to replace existing furniture/ equipment, please ensure that an Asset Disposal form is sent to Capital Asset Management in ample time for removal of the old items before the new equipment/ furniture is received.

**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>.

2. Please ensure that the proper condition of the Asset is noted so that the proper method of disposal can be determined. The correct information is important if the item is to be sold. Please provide a proper description of item(s), including make, model and serial number(s) where applicable. Also indicate if the item is in working order.

It is imperative that the Capital Equipment Tag number is provided where applicable. This is required to remove the asset from your Organization's records. The tag number (sticker on item) is also useful in finding specifics of an item.

3. Proper location and contact person information is required. The contact should be the person who will be available to take calls for information and/or for viewing of the item(s) by prospective bidders. If the noted contact person will be unavailable during any given sale, please notify Raisa Dvoyrin at 474-6447 or [Raisa.Dvoyrin@umanitoba.ca](mailto:Raisa.Dvoyrin@umanitoba.ca)
4. You should find all the required information within your own area, but if you are having difficulties finding the information required to complete the Equipment Information portion of the form, please call Raisa Dvoyrin at 474-6447 or [Raisa.Dvoyrin@umanitoba.ca](mailto:Raisa.Dvoyrin@umanitoba.ca)
5. It is essential that all forms be signed by the **Head of the Department** as well as the **Dean/Director of the Faculty or Unit**. He or she may know of some need in the department or faculty for this equipment. After completing the form online, print off a copy and have it signed as noted above. Mail the copy with the **original signatures** to Capital Asset Management at 315 Administration Bldg., Fort Garry Campus and keep another copy for your department records. Faxed forms cannot be accepted.
6. If expected revenues from the sale of any singular item are estimated to be \$10,000.00 or over, then the transaction must be approved by the Vice-President of Administration.

### Remarks

We do not wish to dispose of any equipment that can be successfully used within the university community (transfer or sell to another department, etc). **With the exception of computers and servers**, other possibilities are to sell, donate to a charity or recycle items. We have some charities that need workable equipment and phone numbers, contact persons, etc., can be provided upon request.