

CAPITAL ASSET DISPOSAL GUIDELINES FOR DEPARTING RESEARCHERS

Researchers who are leaving the University to carry on research at another Institution may apply to purchase the University-owned research equipment by submitting a request to Capital Asset Management, following the guidelines noted below:

- 1. Complete an Asset Disposal Advice Form.** This form can be completed online at the following website, http://www.umanitoba.ca/admin/financial_services/

Fort Garry Campus – select “Forms” in the left-hand menu

Bannatyne Campus – select “Forms (Remote Servers)” in the left-hand menu

- 2. Ensure all required signatures are obtained.** Asset Disposal Advice Forms must be signed by both:

- the Head of the Department and
- the Dean of the faculty

- 3. Prepare a complete equipment listing.** The following information is required for each piece of research equipment to be purchased:

- Basic Description
- Make and Model
- Capital Equipment #
- Serial #
- Original acquisition date and cost
- GL account or FOP the item was originally purchased against

Capital Asset Management can assist by providing you with a department inventory report.

- 4. Prepare a Letter of Request.** A letter requesting purchase of research equipment from The University of Manitoba for an agreed upon price must be sent to the Head of the Accountable Department. In the case of joint research, departmental accountability must be determined. Also required are letters from the Head of the Accountable Department and the Dean of the respective Faculty, advising that the research equipment is no longer useful to the University of Manitoba. Copies of these letters must accompany the completed Asset Disposal Advice Form.

- 5. Provide written assessments for current market value.** For computer related items, this information can be obtained from the bookstore. For scientific equipment the vendor company can provide this information. Further assistance may also be obtained through Purchasing Services.

- 6. Obtain Financial Services authorization.** After the above noted information has been completed, please forward to Capital Asset Management, 315 Administration Building, Fort Garry Campus, Attn: Wing Huen.

Note: Allow plenty of time for the proper processing of paperwork and for obtaining necessary approvals. University of Manitoba equipment must not be removed without final authorization from Capital Asset Management.