

Non Capital Asset Disposal Form

Email signed form to:
wpo@cc.umanitoba.ca

Department/
Faculty/School:

Building:

Room #:

Contact Person (Please Print):

Phone:

Email:

LIST ITEMS TO BE DISPOSED OF (I.E. WOODEN DESKS -4, TABLES - 3). ATTACH ADDITIONAL PAGE IF NECESSARY.

DISPOSAL METHOD

WASTE PREVENTION OFFICE RE-SHOP

RECYCLE

GARBAGE

DEAN/DIRECTOR/ADMIN UNIT HEAD

DATE

ITEMS WITH A CAPITAL ASSET TAG: USE CAPITAL ASSET MANAGEMENT DISPOSAL ADVICE FORM AND SUBMIT TO 315 ADMINISTRATION. http://umanitoba.ca/admin/financial_services/cams/

LAB EQUIPMENT: USE CAPITAL ASSET MANAGEMENT DISPOSAL ADVICE FORM AND REFER TO DECOMMISSIONING INSTRUCTIONS. http://umanitoba.ca/admin/financial_services/cams/

COMPUTER EQUIPMENT: USE THE DATA DESTRUCTION FORM FOR ALL ELECTRONIC DEVICES. <http://umanitoba.ca/computing/ist/systems/pccomdcom.html>