Non Capital Asset Disposal Form

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:

☐ 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

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