

DISPOSAL OF SURPLUS EQUIPMENT (POLICY #309)

The responsibility and authority for disposition of **any item** owned by the University of Manitoba, or non-owned property under the care, custody and control of the University, are specifically assigned to Capital Asset Management. This includes both capital and non-capital items regardless of what the original value was, and what method of disposal is contemplated.

A separate ASSET DISPOSAL ADVICE Form (A/D) must be completed and submitted for each item that a department wishes to sell. This is to facilitate the bidding process, as not all items are sold to the same person or at the same time. For items to be disposed of by other means an A/D form may be prepared with an “as per attached” listing of the equipment. This list must be specific and must include method of disposal, description of items, and property numbers in order to ensure proper deletion from the department’s inventory.

Note: All Asset Disposal Advice Forms must be fully completed, with proper signatures obtained from Head of the Department and The Dean of the Faculty.

Methods of Disposal

An Asset Disposal Advice Form is required in each of the following methods of disposal:

- Items for sale - (Note: items for sale are advertised via the Internet under the University of Manitoba’s homepage, address: http://www.umanitoba.ca/admin/financial_services/CAMS/goodsale.htm)
- Items for transfer to another existing University department
- Items donated to another organization
- Items to be traded-in
- Items to be dismantled for parts to be used with the department
- Item is missing/not able to locate
- Items stolen (must include police file #)
- Items to be scrapped or donated
- Items for recycling (only computers are recycled at this time)
- Items scrapped by physical plant

(Note: missing &/or stolen assets remain in inventory for a minimum of 2 years)