

There are 3 ways to sell or change ownership of University owned equipment, if item is not sold in Goods for sale, you have the option to request it to be re-posted (3 times max), dispose, private sale or donate:

- Goods for sale
- Private Sale
- Donation

For computers or devices contain internal memories (fax machines, scanners, etc.), please send **IST** a request to ensure it is eligible for devices to be donated. IST HELP & SOLUTIONS CENTRE SERVICES support@umanitoba.ca (please let me know if you need more details on this)

An **approval** will be required from Capital Asset Management Assistant Manager prior to initiate the 3 processes:

Goods for Sale requirements:

Following instructions are required for Donation or Private Sale.

1. Capital Asset Management - Asset Disposal Form
http://umanitoba.ca/admin/financial_services/media/asset_disposal.pdf
2. How's the selling value determined (prove/support document/print out: similar item sold on internet, EBay, Kijiji, vendor, etc.)
3. Image(s) of the item

I hope the information helps, if you will have any questions regarding to the disposal process, please feel free to give me a call at 204-474-6447 or email me by Raisa.Dvoyrin@umanitoba.ca. Thank you.

Private Sale requirements:

An approval will be required from Capital Asset Management Assistant Manager prior to initiate the Private Sale process, 4 documents are required before approval can be granted and 1 document is required after buyer paid for the item:

1. Complete the Capital Asset Management - Asset Disposal Form
http://umanitoba.ca/admin/financial_services/media/asset_disposal.pdf
2. How's the selling value determined (prove/support document/print out: similar item sold on internet, EBay, Kijiji, vendor, etc.)
3. Reasons to choose the specific person/organization
4. A letter (or email) initiate from your department to the purchasing person/organization
 - a. A letter (or email) from the purchasing person/organization indicate that they accepting the item.
5. Confirmation of the sale item received (upon item received); if item selling is a capital asset, I will then remove the asset from your department listing. Revenue will be transferred to specific FOAP provided by department after confirmation is received.
 - a. Note: These can be email conversation between your department and the purchasing person/organization. Do not require a formal letter.

If equipment is a research fund purchased item, I will check with the research accountant to ensure it is eligible for change of ownership of the item.

If sale amount is more than \$10,000.00 CAD, a signature from Administration VP will be required. Please see Asset Disposal Advise Form.

Once we receive the completed form(s) and letter(s), Capital Accounting will authorize the request and a scan copy will be sent back to the requested department for processing the approved Private Sale. We will use these documents along with the Disposal Form to properly dispose the equipment in our system.

I hope the information helps, if you will have any questions regarding to the disposal process, please feel free to give me a call at 204-474-6447 or email me by Raisa.Dvoyrin@umanitoba.ca. Thank you.

Donation requirements:

Following instructions are required for Donation to any external company/organization:

- For computers or devices contain internal memories, please send IST a request to ensure it is eligible for devices to be donated.

An approval will be required from Capital Asset Management Assistant Manager prior to initiate the Donation process:

1. Complete the Capital Asset Management - Asset Disposal Form
http://umanitoba.ca/admin/financial_services/media/asset_disposal.pdf
2. Reasons to choose the specific person/organization
3. A letter (or email) initiate from your department to the purchasing person/organization
 - a. A letter (or email) from the purchasing person/organization indicate that they accepting the item.
4. Confirmation of the sale item received (upon item received); if item selling is a capital asset, I will then remove the asset from your department listing.
 - a. Note: These can be email conversation between your department and the purchasing person/organization. Do not require a formal letter.

For all capital assets, if equipment purchased using a special/research fund, I will check with the research accountant to ensure it is eligible for change of ownership of the item.

Once we receive the completed form(s) and letter(s), Capital Accounting will authorize the request and a scan copy will be sent back to the requested department for processing the approved donation. We will use these documents along with the Disposal Form to properly dispose the equipment in our system.

I hope the information helps, if you will have any questions regarding to the disposal process, please feel free to give me a call at 204-474-6447 or email me by Raisa.Dvoyrin@umanitoba.ca. Thank you.