



**Capital Asset Management  
Asset Disposal Advice Form**

FACULTY/UNIT & ORG (FOAP)	DEPARTMENT NAME	DATE
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**ASSET DESCRIPTION** (NOTE: THE VICE-PRESIDENT MUST APPROVE IF REVENUES ESTIMATED OVER \$10,000, IF SELLING AN ASSET)

Serial Number(s)		Asset Tag / Property Number(s)	
Date Acquired	Purchase Order No.	Original Cost	Original FOAPAL or Budget/Grant # Charged:

CURRENT CONDITION OF EQUIPMENT:

EXCELLENT (like new)     
  GOOD (working)     
  POOR (needs repair)     
  NOT WORKING

**DISPOSAL METHOD** (Please submit ONE form per disposal method.)  
 NOTE: IF DISPOSING OF LAB EQUIPMENT, PLEASE REFER TO DECOMMISSIONING INSTRUCTIONS ON PAGE 2 OF FORM

<input type="checkbox"/> OFFER FOR SALE	<input type="checkbox"/> TO BE TRANSFERRED (provide Dept. & Contact Person)
<input type="checkbox"/> TO BE DISMANTLED FOR PARTS (used within the Dept/University)	<input type="checkbox"/> FOR TRADE-IN (give new PO #) _____
<input type="checkbox"/> FOR RECYCLING <sup>i</sup>	<input type="checkbox"/> TO BE GARBAGED THROUGH PHYSICAL PLANT FOAP TO CHARGE (Re: Lab Equip for Bannatyne Campus only)
<input type="checkbox"/> TO RE-SHOP <sup>ii</sup> (All Office Furnishings)	<input type="checkbox"/> ITEM MISSING / STOLEN (if stolen, police file No. required)
<input type="checkbox"/> TO BE DONATED <sup>iii</sup>	

LOCATION OF ASSET:	ROOM:	BUILDING:
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BEST OFFER (OFFER FOR SALE ONLY)     
  RESERVE BID (OFFER FOR SALE ONLY) \$

FOAPAL TO BE CREDITED (OFFER FOR SALE ONLY):

**FOR FURTHER INFORMATION OR TO VIEW EQUIPMENT:**

CONTACT: \_\_\_\_\_ PH. \_\_\_\_\_ E-MAIL: \_\_\_\_\_

**AUTHORIZED SIGNATURES (PLEASE PRINT AND SIGN):**

GRANTEE / DEPT. REP.	DATE	DEAN / DIRECTOR / ADMIN UNIT HEAD	DATE
DEPARTMENT HEAD	DATE	VICE-PRESIDENT ADMIN (over \$10,000.00)	DATE

**FOR CAPITAL ASSET MANAGEMENT USE ONLY**

ADVERTISED VIA: <input type="checkbox"/> E-MAIL <input type="checkbox"/> FAX <input type="checkbox"/> WEBSITE / INTERNET <input type="checkbox"/> OTHER MEDIA: _____	ASSIGNED BID #
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COMMENTS:	BID CLOSING DATE:
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SPECIFICS OF SALE	DATE SOLD:	TOTAL REVENUE \$ .	RECEIPT / ID #
	SOLD TO:		

TAXES & OTHER COSTS: <b>210551</b> \$ .	ACCOUNT CREDITED: <b>103165</b>	NET REVENUE: \$ .
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APPROVED BY	CAPITAL ASSET MGMT REP	DATE	MGR/REV, CAP & GEN ACCT	DATE
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CAPITAL ASSET MANAGEMENT     
  BUDGETS & GRANTS     
  ORIGINATING DEPARTMENT

## **General Instructions for Disposal of Lab Equipment (two forms will be required)**

It is **crucial** for items used in a lab environment to follow the decommissioning and decontamination of hazards or potential hazards prior to disposal:

- Any scientific equipment that contains or has been used with chemical, radioactive or biological materials
- Or originates from a laboratory environment (including refrigerators, freezers, microwaves, benches, cupboards etc.)
- Items may only be re-used (including offered for sale, transfer or donation) in a “chemical/wet” laboratory but under **NO** circumstances should any of these items be reused for food storage or food preparation.

## **Physical Plant and Contractors will require two completed forms with authorized signatures:**

1. Asset Disposal Form

2. Decommissioning form:

[https://umanitoba.ca/admin/vp\\_admin/risk\\_management/ehso/media/DecomEquipForm20160915fillable.pdf](https://umanitoba.ca/admin/vp_admin/risk_management/ehso/media/DecomEquipForm20160915fillable.pdf)

(Please send both forms, Asset Disposal Form and Decommissioning form, to 315 Administration Building, Attention: Raisa Dvoyrin 204-474-6447)

Environmental Health and Safety Office (474-6633) can be consulted in determining an appropriate decommissioning/decontamination procedure.

## **Additional information can be found in:**

[https://umanitoba.ca/admin/governance/media/Capital\\_Equipment\\_Control\\_Procedures\\_-\\_2014\\_03\\_06.pdf](https://umanitoba.ca/admin/governance/media/Capital_Equipment_Control_Procedures_-_2014_03_06.pdf)

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Note:

<sup>i</sup> Follow Decommissioning Process for the disposals of **Computers, Laptops, Servers, Printers or Electronic Devices, that may contain an internal memory/drive.**

<http://umanitoba.ca/computing/ist/systems/pccomdcom.html>

Recycling includes all computer peripherals and electronic office equipment such as monitors, keyboards, phone, calculators, recorders, etc.

<sup>ii</sup> Re-Shop includes all furnishings regardless of current condition (excellent, requires repairs or not working, etc.)

<sup>iii</sup> Donation to another Organization requires two letters along with an Asset Disposal Form:

- Letter issue from the unit or department to donating organization
- Letter from donating organization for item(s) receiving