

UNIVERSITY OF MANITOBA POLICY

Policy:	CAPITAL EQUIPMENT CONTROL POLICY
Effective Date:	April 23, 2008
Revised Date:	March 26, 2014
Review Date:	March 26, 2024
Approving Body:	President
Authority:	Bylaws: Officers: President
Responsible Executive Officer:	Vice-President (Administration)
Delegate	Comptroller
Contact:	Comptroller
Application:	All Employees

Part I Reason for Policy

- 1.1 The purpose of this Policy is to define the responsibilities for the acquisition, preservation and disposal of capital equipment.

Part II Policy Content

- 2.1 Equipment includes computers, furniture, vehicles, laboratory and other equipment that was purchased by or is owned by the University of Manitoba. Equipment can be:
- (a) free standing;
 - (b) portable; or
 - (c) joined to land, buildings or other permanent structures so long as it does not lose its identity, shape or usefulness upon removal or detachment from its original location.

- 2.2 Capital equipment excludes personal desktop, laptop, and notebook computers but includes all other equipment that:
- (a) has an expected useful life of more than one year, and
 - (b) has a cost or donated value of \$2,500 or more or forms an essential component of a master unit of capital equipment with at least that value.
- 2.3 Capital equipment includes equipment acquired by way of capital lease or internal lease.
- 2.4 Financial Services is responsible for maintaining a system to track the acquisition, transfer and disposal of capital equipment.
- 2.5 All purchases and disposals of capital equipment must be coordinated and processed through Financial Services. The Faculty or Unit that acquires capital equipment is responsible for advising Financial Services when the Faculty or Unit purchases, transfers, or disposes of the capital equipment.
- 2.6 The Faculty or Unit that acquired the capital equipment is responsible for the physical safeguarding and maintenance of the capital equipment.

Part III Accountability

- 3.1 The Office of Legal Counsel is responsible for advising the Vice-President (Administration) that a formal review of this Policy is required.
- 3.2 The Comptroller is responsible for the implementation, administration and review of this Policy.
- 3.3 All employees are responsible for complying with this Policy.

Part IV Authority to Approve Procedures

- 4.1 The Vice-President (Administration) may approve Procedures, if applicable, which are secondary to and comply with this Policy.

Part V Review

- 5.1 Governing Document reviews shall be conducted every ten (10) years. The next scheduled review date for this Policy is March 26, 2024.
- 5.2 In the interim, this Policy may be revised or repealed if:
- (a) the Vice-President (Administration) or the Approving Body deems it necessary or desirable to do so;
 - (b) the Policy is no longer legislatively or statutorily compliant; and/or
 - (c) the Policy is now in conflict with another Governing Document.
- 5.3 If this Policy is revised or repealed all Secondary Documents, if applicable, shall be reviewed as soon as possible in order that they:
- (a) comply with the revised Policy; or
 - (b) are in turn repealed.

Part VI Effect on Previous Statements

- 6.1 This Policy supersedes all of the following:
- (a) all previous Board of Governors/Senate Governing Documents on the subject matter contained herein; and
 - (b) all previous Administration Governing Documents on the subject matter contained herein.

Part VII Cross References

- 7.1 This Policy should be cross referenced to the following relevant Governing Documents, legislation and/or forms:
- (a) [Capital Equipment Control Procedure](#); and
 - (b) [University Vehicles Policy](#).