

Asset Redeployment/Disposal Form

REQUESTOR INFORMATION			
Name	Department		
Email	Date		
ITEM DESCRIPTION Include quantity, Brock asset tag #, manufacturer, model #, serial #, and brief description of each item.			
DECOMMENDATION.			
RECOMMENDATION Recommended for:			
	for Parts Scrap Donation* Storage Unknown		
*Suggested trade-in/buyer/donor recipient: Contact Name: Organization:			
Address:			
Phone: Email:			
Offer Amount (excluding taxes): \$			
NOTE: All buyers must be informed of Standard Conditions of Sale at time of offer.			
Condition: Excellent/good Fair Poor/Beyond repair	Obsolete Lost/Stolen Potentially hazardous^		
^Define potential hazard:			
Research or Specialized Technical Equipment: Transferred to another institution Transfer to:			
Retiring faculty continues research			
Research grant following departing faculty member to another institution			
Comments:			



APPROVAL			
	Signature	Date	
Unit Head/Dean			
Vice-President, Research (for research or specialized technical equipment)			
President or Vice-President (for sale to employees over \$5,000)			
Director, Procurement Services (Assets less than \$5,000)			
PROCUREMENT/CENTRAL STORES USE ONLY (to be completed within 5 business days)			
Item(s) forwarded to Director, Procurement Services/Central Receiving for external disposal process			
Item(s) potentially hazardous. Disposal instructions provided by Environment, Health & Safety (attach disposal instructions details)			
Item(s) declared scrap. Cost of disposal \$ Disposal Firm			
Computer Equipment:			
Stripped of all confidential data and licensed software Item(s) stored/redeployed at (dept./location): Asset Tag records adjusted			
Assessment done by:	Date:		
FINANCIAL SERVICES USE ONLY			
Total Invoice Amount (incl taxes) \$			
HST (taxes charged or Exemption Certificates/Numbers obtained) \$			
Fixed assets records adjusted (Assets over \$5k)			
Human Resources notified (for T4 impact)			
Method of payment Customer Invoice:	Deposit Information		
Cash/Cheque	Cost Centre: CC9003		
Debit/Credit card Payroll Deduction	Fund: 01 Operating Revenue Category: Surplus/Salva	anc Sales one	
\$	Revenue Category: 5urplus/5alv	aye sales	
Requested By (Procurement Services)	Date		
Deposited By (Financial Services)	Date		