

# Non Capital Asset Disposal Form

Email signed form to:  
**wpo@cc.umanitoba.ca**

Department/  
Faculty/School:

Building:

Room #:

Contact Person (Please Print):

Phone:

Email:

LIST ITEMS TO BE DISPOSED OF (I.E. WOODEN DESKS -4, TABLES - 3). ATTACH ADDITIONAL PAGE IF NECESSARY.

## DISPOSAL METHOD

☐ WASTE PREVENTION OFFICE RE-SHOP ☐ SCRAP METAL ☐ GARBAGE

\_\_\_\_\_  
DEAN/DIRECTOR/ADMIN UNIT HEAD

\_\_\_\_\_  
DATE

**ITEMS WITH A CAPITAL ASSET TAG:** USE CAPITAL ASSET MANAGEMENT DISPOSAL ADVICE FORM AND SUBMIT TO 315 ADMINISTRATION. [http://umanitoba.ca/admin/financial\\_services/cams/](http://umanitoba.ca/admin/financial_services/cams/)

**LAB EQUIPMENT:** USE CAPITAL ASSET MANAGEMENT DISPOSAL ADVICE FORM AND REFER TO DECOMMISSIONING INSTRUCTIONS. [http://umanitoba.ca/admin/financial\\_services/cams/](http://umanitoba.ca/admin/financial_services/cams/)

**COMPUTER EQUIPMENT:** USE THE DATA DESTRUCTION FORM FOR ALL ELECTRONIC DEVICES. <http://umanitoba.ca/computing/ist/systems/pccomdcom.html>