



UNIVERSITY
OF MANITOBA

Capital Asset Management Asset Disposal Advice Form

FACULTY OR SCHOOL NAME	DEPARTMENT NAME	DATE
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ASSET DESCRIPTION (NOTE: THE VICE-PRESIDENT MUST APPROVE IF REVENUES ESTIMATED OVER \$5000.)

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:			
<input type="checkbox"/> EXCELLENT (like new) <input type="checkbox"/> GOOD (working) <input type="checkbox"/> POOR (needs repair) <input type="checkbox"/> NOT WORKING			

DISPOSAL METHOD REQUESTED FOR ABOVE NOTED UNIT:

- | | |
|--|---|
| <input type="checkbox"/> OFFER FOR SALE | <input type="checkbox"/> TO BE TRANSFERRED (provide Dept. & Contact Person) |
| <input type="checkbox"/> FOR TRADE-IN (give new PO #)
_____ | <input type="checkbox"/> TO BE DONATED to another Organization
(Attach letter from organization) |
| <input type="checkbox"/> TO BE DISMANTLED FOR PARTS
(used within the Dept/University) | <input type="checkbox"/> FOR RECYCLING (Computer Equipment only) |
| <input type="checkbox"/> TO BE GARBAGED (Thru Physical Plant) | <input type="checkbox"/> ITEM MISSING / STOLEN (if stolen, police file No. required)
_____ |

LOCATION OF ASSET:	ROOM:	BUILDING:
<input type="checkbox"/> RESERVE BID \$. <input type="checkbox"/> BEST OFFER		
FOAPAL TO BE CREDITED:		

FOR FURTHER INFORMATION OR TO VIEW EQUIPMENT:

CONTACT: PH. E-MAIL:

AUTHORIZED SIGNATURES:

GRANTEE / DEPT. REP.	DATE	DEAN / DIRECTOR / ADMIN UNIT HEAD	DATE
DEPARTMENT HEAD	DATE	VICE-PRESIDENT ADMIN (over \$5000.00)	DATE

FOR CAPITAL ASSET MANAGEMENT ONLY

ADVERTISED VIA:			ASSIGNED BID #
<input type="checkbox"/> E-MAIL <input type="checkbox"/> FAX <input type="checkbox"/> WEBSITE / INTERNET <input type="checkbox"/> OTHER MEDIA: _____			
COMMENTS:			BID CLOSING DATE:
SPECIFICS OF SALE	DATE SOLD:	TOTAL REVENUE \$.	RECEIPT / ID #
	SOLD TO:		
TAXES & OTHER COSTS: 210551 \$.		ACCOUNT CREDITED: 103165	NET REVENUE: \$.

APPROVED BY	CAPITAL ASSET MGMNT REP	DATE	MGR/REV, CAP & GEN ACCT	DATE
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☐ CAPITAL ASSET MANAGEMENT ☐ BUDGETS & GRANTS ☐ ORIGINATING DEPARTMENT