



Disposal of a Movable Asset

This form must be used when movable property is disposed of because it is in excess of program requirements.

Date	Name & Contact Info for Disposal:		
Asset Description			
Inventory Number (Tag)		CC Name	
Manufacturer		CC Number	
Manufacturer Serial #		Current location of Asset	
Model Number		Holder ID	
In Service Date		Acquisition Cost	
Is this a seized item?	If yes, copy of Notice of Forfeiture is required		
Required For Disposal of a Motor Vehicle including ATVs, Snowmobiles, Forklifts etc.			
License Plate #		Odometer or Hour Reading	
The DFO decals have been removed	Registration has been cancelled		
The license plate has been removed			
Asset Condition (Please select condition and include details)			
Operational Repairs and/or Overhaul required	Parts Only Scrap Value Only	Unknown	
Condition details (for motor vehicles, indicate the body and mechanical condition):			
Hazardous Material: Asset is free of hazardous materials including but not limited to chemical residue, asbestos, PCBs etc.			
Is there an acquisition planned to replace this asset as a result of it being disposed? If yes, please provide details PR/PO, WBS etc.			
Approval (Cost Center Manager approval is required for the disposal of movable asset)			
CCM Signature:		Approves the disposal	
Print Name		Date	
Submit to:			
For Materiel Management Only			
Required for Capital Assets: Stop depreciation AMR (check asset shutdown flag – time dependent tab) AMR # Update status code in EMR (2 – Surplus) EMR #		Disposal Sale by GC Surplus) Sales Request # Recycle – e-waste Auth. Destruction - Local Disposal # W/O scrap Other	
Further Action: Retirement action (checklist attached) Other			
Date Retired:		Name:	

Note: The completed and approved form is to be sent to one of the Materiel Management inboxes listed in the 'Submit to' dropdown. In addition, photographs of the movable asset are to be included for posting on the GC Surplus website. A Regional Asset Manager will advise on next steps upon receipt.