

Accounting Services Guide

Asset Disposal

The University strives to ensure that all of its assets are being used to their best advantage and that all assets no longer in use are re-purposed, sold or disposed of, as appropriate. Therefore, prior to disposal of any University asset departments are required to complete the Asset Disposal Form (See Appendix A).

It is important that the following information is provided to the Purchasing Department:

- Your name and department
- The unique University of Winnipeg barcode number that is assigned to the asset, if applicable
- The assets serial number, if applicable
- Description of the asset
- Indication of the condition of the asset
- The location (building and room number) where the asset is
- Signature of Grantee, Department Head, Dean or Director, as appropriate. If the value of the asset is estimated to be greater than \$2,000 the next one-over-one signature is also required.

Upon receipt of an asset disposal form, the Director of Purchasing will work with the Department to ensure that the asset is disposed of according to the Disposal of Surplus Assets Policy.


Further guidance

The University's Disposal of Surplus Assets Policy can be found on our website at:

<https://www.uwinnipeg.ca/institutional-analysis/docs/Procedures/Disposal-of-Surplus-Assets-Procedures.pdf>

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Appendix A

		THE UNIVERSITY OF WINNIPEG	
PURCHASING DEPARTMENT ASSET DISPOSAL FORM			
Name:		Department:	Date:
The asset described below is available for disposal. Serial Number:		Please attach any available literature that will assist in identifying this equipment to prospective purchasers. Note that the President must approve any sale where revenue is estimated to be greater than \$5,000. Description:	
Barcode Number:			
Condition: <input type="checkbox"/> Excellent (Like New) <input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> Poor		Estimated Sale Price	\$
Location of asset: (Building/Room)			
FOR PURCHASING DEPARTMENT USE ONLY			
<input type="checkbox"/> Advertised Internally		<input type="checkbox"/> Advertised Externally	<input type="checkbox"/> Competitive Bids Obtained
Media:		Date:	
Particulars of sale:			
Sold to:			
Name	Address:	City/Province	Postal Code
			Telephone #
Amount Received \$	Direct costs:		Accounts Credited:
PST	Advertising	\$	
GST	Labour	\$	
<input type="checkbox"/> Inventory Adjusted	Shipping	\$	
	Other	\$	
Approved by:			
Dept. Signature:		Date:	
Purchasing Agent:		Date:	

Link: <http://www.uwinnipeg.ca/financial-services/docs/asset-disposal.doc>