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DISPOSAL OF ASSET FORM

*Account Holder to complete form and return to Purchasing Services authorizing disposal of asset. One form per asset.*

Account Holder & Contact Info: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Asset Description \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Make and Model \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Serial Number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Status of Asset Surplus (no longer of use)

Obsolete (in working order but no longer adequate to meet operating requirements)

Scrap (of no value except for its basic material content)

Condition of Asset \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Estimated current market value (pre-tax) $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Was asset funded originally by research funds? Yes No If yes, account number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## DISPOSAL:

Reason for disposal \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Proposed method of disposal \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## TRANSFER:

Moved from/to (Building Locations/Rooms) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |
| --- | --- | --- |
| **Approved by (based on estimated current market value of asset pre-taxes):** | | |
| Up to $2,500 | Account Holder | Date |
|  |  |
| $2,501 to $99,999 | Manager, Purchasing Services | Date |
|  |  |
| $100,000 - $250,000 | President | Date |
|  |  |
| Over $250,000 | Board of Governors | Date |
|  |  |  |
| Research Asset | Vice President of Research andInnovation | Date |
|  |  |

|  |
| --- |
| FOR PURCHASING USE ONLY:  Method of Disposal: Sold Traded Reallocated Donated Scrap  Asset Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

*Inquiries to* [*purchasing@trentu.ca*](mailto:purchasing@trentu.ca) *or x1203*