

Confederation College Disposal of Assets Form

To be used whenever Confederation College assets are no longer needed and require disposal action.

Date: _____ Department: _____

Requested by: _____ Ext.: _____
Print Name *Signature*

of Items; _____ Location: _____

Reason for Disposal (Check one) Obsolete Surplus Broken

Sold or Disposed of: _____

DETAILS

ITEM	DESCRIPTION & CONDITION	SERIAL #	TAG #	Original/Historical Cost Est. \$	Present/Sales Value Est. \$
1					
2					
3					
4					
5					
6					
7					
8					
9					

(Attach sheets as necessary)

Final Sales Value \$ _____
 HST at 13% must be charged or included.

INSTRUCTIONS

- The department information section must be complete with description, serial number, asset inventory tag number and appropriate authorization. Upon equipment disposal this form must be forwarded to Director of Finance’s office along with asset tags
- Copy to be retained by department of origin.
- Copy with asset inventory tags to Director of Finance’s Department.

DEPT. HEAD AUTHORIZATION

 Dean/Director Approval

 Signature

 Date

 Director of Finance

 Signature

 Date