

Asset Disposal Form – Asset Retirement

Use this form for direct sales or gifts to departing staff, or to change the status of an asset from active to inactive for items declared stolen or lost, dismantled for parts or used as a trade-in. Do not use this form for internal transfers or sales to another University unit, transfer to another institution or donation to a registered charity. Select the applicable form from the Forms Cabinet for these:

- ⇒ Internal transfer or sale to another University unit – Complete [Transfer or Sale \(Internal\) to Another University Unit](#) form.
- ⇒ Transfer to another institution – Complete [Transfer to Another Institution](#) form.
- ⇒ Donation to registered charity – Complete [Donation to Registered Charity](#) form.

Check the applicable reason for change:		
<input type="checkbox"/> Direct sale to departing staff* No additional approval required. <i>Complete parts A and C. Part B to be completed by FPP</i>	<input type="checkbox"/> Gift to departing staff * Dean, Director or Chair approval required. <i>Complete parts A and D</i>	
Request being made for (name of staff member): _____ # years of service: _____		
Unit Name/Address: _____		
Reason for transaction: <input type="checkbox"/> Retirement <input type="checkbox"/> Departure		
* An assessment of fair market value is required and the transaction must be approved by the unit head. To request an assessment of Fair Market Value, and for a description of such, please contact FPP (Equipment Services) at 492-8899 or e-mail eilist@ualberta.ca . Total fair value of assets gifted to a staff member cannot exceed \$500 per year. Unit is not required to gift items but may choose to do so. Items may be sold to departing staff without any portion of the value being gifted.		
<input type="checkbox"/> Stolen or lost** Last reported location: _____ Stolen report file number: _____ ** Complete Part A (Description of Asset section) only	<input type="checkbox"/> Dismantled for parts**	<input type="checkbox"/> Trade-in**

Part A – Description of Asset(s) (If retiring multiple assets purchased through PER, indicate “see attached” in description below and attach completed Asset Disposal Form – Asset Retirement (Supplemental) form)

Funds used for Purchase	<input type="checkbox"/> Operating <input type="checkbox"/> Research <input type="checkbox"/> Professional Expense Reimbursement (PER)
Asset Tag Number	
Description of asset	
Manufacturer/Make/ Model	
Serial Number	
Acquisition (original) value	
Date of purchase/Condition	
Chart of accounts (COA) or speed code	
Additional Details:	
*FPP assessed value (mandatory for gift or sale) – obtain from FPP (Equipment Svcs)	
<input type="checkbox"/> The unit has deleted all data and site-licensed software. <i>(Applies to disposal of hard drives and other data storage devices.)</i>	
<input type="checkbox"/> The unit has completed the Equipment Decontamination Form and has attached a copy of this form indicating Biosafety clearance. <i>(Applies to disposal of equipment assets used to store radioactive or biological substances.)</i>	

I hereby certify that the above information is true and complete:

Signature	Printed - Name /Position	Date
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Unit Approval:

Signature	Printed - Name / Title (Dean, Chair or Director)	Date
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Part A - Routing Instructions:

1. Unit: forward copy of form (and attachments) to FPP (Equipment Svcs), 3rd Floor, Materials Management Building or email: eilist@ualberta.ca

For FPP use only
Part B – Fair Value Assessment (mandatory for gifts and sales)

Fair Market Value or PER scale-depreciated value*: \$ _____

*PER scale-depreciated value only applies to tracked PER purchased assets

Comments:

Comments: The method used to determine Fair Market Value was to review the information submitted, then research the market for comparable items that are advertised and may have been recently sold. A depreciation value is also used for comparison but does not necessarily reflect market value.

DISCLAIMERS:

- Except for tracked PER purchased assets, the value of the listed equipment is based on the available information and comparable items in the market place. It is not a guarantee of actual sale value. The information supplied for the evaluation is not guaranteed to be accurate and any misrepresentation of the item or specifications is the responsibility of the person supplying the information. The valuation is not to be considered authorization to complete any financial transaction of the items described.
- The value quoted is based on a “desk top” evaluation which is defined as a value provided based on supplied information without a physical inspection of the items.

Signature _____

Printed - Name of Evaluator _____

Date _____

Part B - Routing Instructions:

If this is a sale, FPP (Equipment Svcs) will return the assessment to the originating unit. If this is a gift, Part D must be completed by the unit’s Dean, Director or Chair.

Part C – Sale of Equipment Asset
Departing Staff Member:

I hereby agree to purchase the equipment asset(s) at the value assessed above.

Signature _____

Printed - Name /Position _____

Date _____

Part C - Routing Instructions:

- Unit: forward form to Unit approver.
- For tracked equipment assets, forward copy of form (and attachments) to FPP (Equipment Services), 3rd Flr Materials Management Building or email: equipment.services@ualberta.ca

Part D – Dean, Director or Chair gift approval

(V-P approval not required for gifts to departing staff. The Dean, Director or Chair is the final approver.)

- Approval granted
 Approval denied

Comments (optional):

Signature _____

Printed - Name / Dean, Director or Chair _____

Date _____

Part D routing instructions:

1. Dean, Director or Chair: forward form back to FPP (Equipment Services)