

### Asset Disposal Form – Donation to Registered Charity

Use this form when donating assets to a registered charity. To request an assessment of fair value, please contact FPP (Equipment Services) at [eilist@ualberta.ca](mailto:eilist@ualberta.ca).

Refer to the [Equipment Asset Disposal/Retirement Procedure - Donation to Registered Charity](#)

**Part A – Request by Unit**

Donation being made to:

\_\_\_\_\_

Business/registration number of charity:

\_\_\_\_\_

(available from [Canada Revenue Agency – Charities and Giving](#))

Reason for donation:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Details of asset(s) – attach additional page if required

Details can be obtained from the equipment asset register if the item was tracked (tagged). If it was not tracked, provide a description of the asset.

Asset tag number	
Description of asset	
Acquisition value	
Chart of accounts (COA) or Speed Code	
Date of purchase	
Costs to be incurred by unit in moving the asset (if any)	
Fair value of asset (required)	

Computing equipment containing hard drives/data storage are generally not eligible for donation. Please check with Equipment Services ([eilist@ualberta.ca](mailto:eilist@ualberta.ca)) if you are donating unused equipment..

This section applies to disposal of equipment assets used to store radioactive or biological substances:

The unit has completed the [Equipment Decontamination Verification](#) and has attached a copy of this form indicating Biosafety clearance.

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

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed - Name / Title (Dean, Chair or Director)

\_\_\_\_\_  
Date

**Part A routing instructions (for donations \$5,000 or above):**

Unit – forward to FPP (Equipment Services)

**Asset Disposal Form – Donation to Registered Charity****Part B – Vice-President (required only if the value of the donation is \$5,000 or above)**

- |                          |              |                          |                                 |
|--------------------------|--------------|--------------------------|---------------------------------|
| <input type="checkbox"/> | Approve      | <input type="checkbox"/> | University Services and Finance |
| <input type="checkbox"/> | Not approved | <input type="checkbox"/> | Research and Innovation         |

Comments (optional):

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\_\_\_\_\_  
Signature\_\_\_\_\_  
Printed - Name / Vice-President\_\_\_\_\_  
Date**Part B routing instructions:**

1. Vice-President's Office: forward form back to unit
2. Unit: forward copy of form (and attachments) to Equipment Services, 3<sup>rd</sup> Floor Materials Management Building or email: [elist@ualberta.ca](mailto:elist@ualberta.ca).