Use this form when donating assets to a registered charity. To request an assessment of fair value, please contact SMS (Surplus Assets) at 780.492.5393 or e-mail [smssurplus@ualberta.ca](mailto:smssurplus@ualberta.ca).

Refer to the [Asset Disposal Procedure – Gift to Staff Member or Donation to Registered Charity](https://www.conman.ualberta.ca/stellent/groups/public/@finance/documents/procedure/pp_cmp_064673.hcsp)

**Part A – Request by Unit**

Donation being made to: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Business/registration number of charity: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(available from [Canada Revenue Agency – Charities and Giving](http://www.cra-arc.gc.ca/chrts-gvng/menu-eng.html))

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 (if required) |  |

This section applies to disposal of computer hard drives and other data storage devices:

The unit has deleted all data and site-licensed software.

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

The unit has completed the [Equipment Decontamination Verification](http://www.ehs.ualberta.ca/en/EHSDivisions/~/media/34BDD3F027634C768A79D95356E313EF.docx) 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 SMS Equipment Services

**Part B – Vice-President (required only if the value of the donation is $5,000 or above)**

|  |  |  |
| --- | --- | --- |
| Approve |  | Finance & Administration |
| Not approved |  | Research |

Comments (optional):

|  |
| --- |
|  |
|  |
|  |
|  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  |  |  |  |
| 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, 135 Materials Management Building or email: [equipment.services@ualberta.ca](mailto:equipment.services@ualberta.ca) or fax: 780.492.8268.