

**Step 1 Department Approval of Asset Sale/Disposal (To be Completed PRIOR TO DISPOSAL)**

Asset Name/Description (Complete With all Components):

--

Reason for Disposal:			
Item Location:	Campus:	Building:	Room:
Manufacturer:	Model:	Serial:	Year:
Asset Tag #:	Value at Disposal*:	Original Purchase Date or Age:	

\* Purchase Price or Donated Value or Aggregate of Labour, Cost of Materials and Supplies to Create or Construct.

Disposal Type (Proposed):

- |                               |                               |          |
|-------------------------------|-------------------------------|----------|
| Transfer to Another NBCC Dept | Sell: Competitive Process     | Scrap    |
| Transfer to Specific Employee | Sell: Non Competitive Process | Donation |

If price is:

<\$5,000 Task MGR	\$5,001-\$25,000 Opt MGR	\$25,001+ Org MGR	VP if required
<i>Print Name</i>	<i>Print Name</i>	<i>Print Name</i>	<i>Print Name</i>
<i>Signature</i>	<i>Signature</i>	<i>Signature</i>	<i>Signature</i>
<i>Date YYYY-MM-DD</i>	<i>Date YYYY-MM-DD</i>	<i>Date YYYY-MM-DD</i>	<i>Date YYYY-MM-DD</i>

**Step 2 Financial (To be Completed PRIOR TO DISPOSAL)**

Department Coding to Apply Net Disposal Value or Cost

			* Required Fields, as a Minimum					
Dept	Org	Prog	*SubAcct	*Task	*Option	Activity	Initiative DFF	Proposed Transfer /Sales Value
68	68	68		S	S	S		
68	68	68		S	S	S		

Insurance Information attached if applicable Yes No

**FORWARD TO PROCUREMENT@NBCC.CA**

**FOR FINANCIAL SERVICES USE ONLY**

Disposal Type (Actual):

- |                               |                               |          |
|-------------------------------|-------------------------------|----------|
| Transfer to Another NBCC Dept | Sell: Competitive Process     | Scrap    |
| Transfer to Specific Employee | Sell: Non Competitive Process | Donation |

Was Asset Capitalized? Yes No Disposal Date:

Date YYYY-MM-DD

Communications:

- |                                      |   |                       |
|--------------------------------------|---|-----------------------|
| Mgr Capital Planning & Infrustrution | ROM   | VP, VP, if Applicable |
| Team Budget & Reporting              | Risk Management (Ensure any Insurance Discontinued) |                       |

Net Value of Asset in College:  Net Gain/Loss Being Applied to GL

Manager, Procurement Services:

Name Signature Date YYYY-MM-DD