Non Capital Asset Disposal Form

Department/ Faculty/School: ____________________________

Building: ____________________________ Room #: ____________________________

Contact Person (Please Print): ____________________________

Phone: ____________________________ Email: ____________________________

LIST ITEMS TO BE DISPOSED OF (I.E. WOODEN DESKS -4, TABLES - 3). ATTACH ADDITIONAL PAGE IF NECESSARY.

__________________________________________

DISPOSAL METHOD

☐ WASTE PREVENTION OFFICE RE-SHOP  ☐ SCRAP METAL  ☐ GARBAGE

__________________________________________  _____________
DEAN/DIRECTOR/ADMIN UNIT HEAD  DATE

ITEMS WITH A CAPITAL ASSET TAG: USE CAPITAL ASSET MANAGEMENT DISPOSAL ADVICE FORM AND SUBMIT TO 315 ADMINISTRATION. http://umanitoba.ca/admin/financial_services/cams/

LAB EQUIPMENT: USE CAPITAL ASSET MANAGEMENT DISPOSAL ADVICE FORM AND REFER TO DECOMMISSIONING INSTRUCTIONS. http://umanitoba.ca/admin/financial_services/cams/

COMPUTER EQUIPMENT: USE THE DATA DESTRUCTION FORM FOR ALL ELECTRONIC DEVICES. http://umanitoba.ca/computing/ist/systems/pccomdcom.html