



SURPLUS PROPERTY/ RESEARCH EQUIPMENT DISPOSAL FORM

Date of release to Distribution Services: _____ Department: _____
Authorization for disposal: _____ (print) _____

Disposal Type: Resale Trade-in Cannibalized Donation Other
Potentially Hazardous Define Hazard

PROPERTY DESCRIPTION

QTY ITEM DESCRIPTION/ASSET# MODEL/MAKE/SIZE LOCATION/PICTURES

Additional Information: _____ Reserve Bid
Working Condition Define Issue

IT equipment stripped of all confidential data and licensed software

Was the purchase made using Tri-Agency funds? yes no

All funds generated from the sale of UNBC surplus assets will be deposited to a UNBC Central Administration Fund

To request revenue from the sale of a surplus item be deposited to a UNBC Fund other than Central Administration please complete below. If approved, the revenue will be credited back to the authorized coding.

REQUEST FOR ALTERNATE FUNDS DEPOSIT

Research Fund Budget Holder Name: _____ (print)
_____ (signature)

Item Description: _____ Asset no: _____

Original Fund for purchase: _____

Coding for deposit requested: Fund Org Acct Prog Activity

VP Research APPROVAL: _____ (sign)Date: _____

VP Finance and Business Operations APPROVAL: _____ (sign)Date: _____

INTERNAL USE ONLY: ADR# POST DATE: CLOSE DATE: