



Asset Disposal Form

University of New Brunswick
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Telephone (506) 453-4626

PLEASE RETURN COMPLETED FORMS TO UNB PROCUREMENT SERVICES

STEP 1. DEPARTMENT APPROVAL OF ASSET SALE/DISPOSAL

Section A: To be Completed by End User Department PRIOR TO DISPOSAL

Asset Name/Description (complete with all components):

Manufacturer:		Model:		Serial Number:		Year:	
Originally Received by:				Original Date of Purchase (dd/mm/yy):			
Department:			Signature of VP or Dean/Director:		Phone/Email:		

STEP 2. DEPARTMENTAL FINANCIAL SERVICES NOTIFICATION OF ASSET SALE/DISPOSAL

Financial Information:

Disposal/Sale Date (dd/mm/yy):		Asset Tag No.	\$
Dept. Acct. No. (all 16 digits) to apply Gain/Loss		Disposal Price	\$

Insurance Information:

Was the item insured?	YES		NO	GL Acc't No.
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Item Location:

Room:	Building:	Campus (Circle One):			
		FR	SJ	OTH:	

FOR FINANCIAL SERVICES USE ONLY

Was the Asset Capitalized? Circle	Disposal/Sale Date (dd/mm/yy):				
YES	NO	Asset Tag No.:			
Net Value of the Asset in Colleague:		\$	Net Gain/Loss being applied to GL Acct: \$		
Manager, Procurement Services Approval :			DATE:		

Procurement Services must provide copy to Director of Budget & Risk Management to ensure insurance coverage is discontinued.