DECLARATION OF SURPLUS FORM

Completion of this form declares an asset as surplus and gives the Procurement Services Department the authority to dispose of the surplus equipment. Send completed forms to Procurement Services, fax at 55630 or email to purchase@yorku.ca.

Declared Surplus by: ________________________________ Faculty/Department: _____________________________________

Title: _____________________________________________ Email/Ext: _____________________________________________

Authorized By: _____________________________________ Signature: _____________________________________________

Title: _____________________________________________ Email/Ext: _____________________________________________

Date Available for Disposal:___________________________ Acct/CC: ______________________________________________

(For deposit, if funds recovered)
Preferred disposal method, if applicable: ________________________________________________________________

<table>
<thead>
<tr>
<th>Quantity</th>
<th>Description of Asset</th>
<th>Location Building &amp; Room #</th>
<th>Date of Purchase</th>
<th>Make/Model/Serial Number</th>
<th>Reason for Disposal</th>
<th>Condition of Asset</th>
<th>Estimated Current Value</th>
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Hazardous materials: Does this asset contain or has it been in contact/use with any hazardous materials? (circle one) Yes No
Identify: (circle one) Chemical PCB Freon Asbestos Radioactive Other:

For Procurement Services Use Only:

Accounting Info:
Deposited: $ __________________☐
Date: __________________☐
Receipt Attached: (circle one)
Yes ☐ No ☐

General Info:
Surplus No: __________________☐
Date posted on Web: __________________☐
Disposal/Transfer Date: __________________☐
Disposal Method: (circle one) ☐ Transfer ☐ Public Auction ☐ Sale ☐ Donation ☐ Other

Approval:
____________________________________________
Director, Procurement Services

Date: __________________☐