

# PROCUREMENT SERVICES

## 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](mailto: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: \_\_\_\_\_

	Quantity	Description of Asset	Location Building & Room #	Date of Purchase	Make/Model/ Serial Number	Reason for Disposal	Condition of Asset	Estimated Current Value
1.								
2.								
3.								
4.								
5.								
6.								

<b>Research Assets:</b>	Were these assets funded originally by research funds?			Yes	No	
<b>Hazardous materials:</b> (If Yes, circle type)	Chemical	PCB	Freon	Asbestos	Radioactive	Other:

For Procurement Services Use Only:					
Approval:  _____ Director, Procurement Services  _____ Date	General Info: Asset ID (if applicable) _____ Date posted on Web: _____ Disposal/Transfer Date: _____ Disposal Method (circle one)			Accounting Info: Deposited \$ _____ Date _____ Receipt Attached: (circle one)	
	Transfer Sale	Public Auction Donation	Other	Yes	No