

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.

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.							

Research Assets:	Were these assets funded originally by research funds?	Yes	No
Hazardous materials: (If Yes, circle type)	Does this asset contain or has it been in contact/use with any hazardous materials? (circle one)	Yes	No
	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) Transfer Public Auction Sale Donation Other	Accounting Info: Deposited \$ _____ Date _____ Receipt Attached: (circle one) Yes No

