



MATERIALS MANAGEMENT DEPARTMENT – CAMPUS
SURPLUS PROPERTY DISPOSAL & TRANSFER REQUEST

Reference #: _____

The following items are: ¹	Surplus to the department's requirements	Scrap – or beyond economical repair	To be transferred to another department
The items may have historical or intrinsic value and should not be sold before seeking an expert opinion ²	NO	YES	Explanation: (When Yes)

BARCODE	DESCRIPTION	MAKE	COMMENTS ³	CHECKED BY ⁴

TRANSFER FROM DEPARTMENT	COST CENTRE	BUILDING	FLOOR	ROOM	COMMENTS ⁵
TO DEPARTMENT					

APPROVED BY -	NAME	SIGNATURE	DATE
Head of department			
Dean or Director			
Transferee (if applicable)			

FOR MATERIALS MANAGEMENT DEPARTMENT USE ONLY			
Transferred to	Transferred by	Date transferred	Received by
Date of sale	Purchased by	Sales slip ref	Price realized
Man hour units	Rate	Cost \$	Approved by

POLICY: The Materials Management - Campus, handles Transfers and disposals of assets. No other persons are authorized to scrap, sell, or otherwise dispose of university fixed assets.

PROCEDURE: Complete the above form and send it to the Materials Management - Campus. Retain a copy for your own departmental records. The Materials Management Department - Campus will schedule the collection of the items and arrange for their transfer or disposal. Equipment should be inspected and certified for disposal by CNS, Plant Engineering, or Medical Engineering before disposal. If the items are still serviceable but no longer required, this should be indicated in the comments column.

¹ Please tick one.

² If you are uncertain tick YES – and provide your comments in the next box, an estimate of value is always helpful.

³ Provide a reason for the disposal (e.g., beyond economical repair/obsolete/no longer required, but still serviceable).

⁴ To be initiated by CNS, Plant engineering or Medical engineering before authorizing disposal.

⁵ Special instructions if necessary (e.g., equipment contains hazardous chemicals).