

**Approval Date:** December 9, 2009

**Most Recent Editorial Update:** March 1, 2023

**Parent Policy:** [Equipment and Furnishings Asset Management Policy](#)

## Equipment Asset Disposal/Retirement Procedure

<b>Office of Administrative Responsibility:</b>	Procurement and Contract Management
<b>Approver:</b>	Associate Vice-President ( Finance, Procurement and Planning)
<b>Scope:</b>	Compliance with this University policy extends to all academic, support and excluded staff, postdoctoral fellows, and academic colleagues as outlined and defined in the <a href="#">Recruitment Policy (Appendix A)</a> and <a href="#">Appendix B: Definitions and Categories</a> )
<b>Contact:</b>	<a href="mailto:equipment.services@ualberta.ca">equipment.services@ualberta.ca</a>

### Overview

The University has various methods for disposing (or retiring) of **equipment and furnishings assets** that are no longer required by a unit. This procedure provides the following options to dispose of an asset, moving it from active to inactive:

1. Surplus
2. Trade-In
3. Direct Sale to Departing Staff
4. Gift to Departing Staff
5. Donation to Registered Charity
6. Stolen or Lost
7. Dismantled for Parts
8. Internal Transfer or Internal Sale

To accept equipment transferred from another institution, or to transfer equipment to another institution (only equipment purchased with **restricted research funds** can be transferred to another institution, and only when the researcher and/or the grant move to that institution), see *Transfer to or From Another Institution (Asset Purchased from Restricted Research Funds) Procedure*.

To accept donated equipment, refer to the *Gift in Kind of Moveable Equipment to the University Guidelines* that require the use of the *Equipment Asset Form – Acceptance of a Gift in Kind of Equipment to the University*.

Distribution Services disposes of University assets according to the following prioritized list:

1. Trade in for purchase of new equipment;
2. Transfer or sale to another University unit;
3. Public sale or auction; and
4. Recycle programs.

As per the *Equipment and Furnishings Asset Management Policy*, all furnishings are the property of the University (except for that purchased by, and stipulated by, a sponsor agreement), not of the individual unit that made the purchase. With the exception of furniture purchased through a sponsor agreement, disposal of furnishings, except for gifts to departing staff or donations to registered charities, is at the discretion of Facilities and Operations.

### **CHART: ASSET DISPOSAL OPTIONS**

	<b>Summary, Restrictions &amp; Eligibility</b>	<b>Procedure</b>	<b>Asset Disposal Form</b>	<b>Sign-Off</b>	<b>Fair Value Assessment Required</b>	<b>Fund and/or Account</b>	<b>PeopleSoft Asset Mgmt Registry</b>
<b>Surplus</b>	To dispose of assets no longer required. Unit is responsible for removal costs.  Equipment only	Equipment Asset Disposal Procedure	Surplus Disposal	Dean, Chair or Director	No	If significant and if requested by unit: F210: 502681 or Research Project	Updated by Equipment Services.
<b>Trade-In</b>	When purchasing a newer, similar item. Trade-in equipment must be retired by Equipment Services.  Equipment only	Equipment Asset Disposal Procedure	Asset Retirement	Dean, Chair or Director	Yes	Trade-in value applied to purchase requisition	Both traded-in (with a tag) and new equipment is updated by Equipment Services.
<b>Direct Sale to Departing Staff</b>	Originally purchased from PER and/or operating funds.  Equipment only	Equipment Asset Disposal Procedure	Asset Retirement	Dean, Chair or Director	Yes	402001	Updated by Equipment Services.
<b>Gift to Departing Staff</b>	Items (\$100 per year of service up to \$500) may be gifted to long-serving staff.  Equipment and furnishings	Equipment Asset Disposal Procedure	Asset Retirement	Dean, Chair or Director	Yes	Where applicable: F210: 402001  Or  Research Project	Updated by Equipment Services.
<b>Donation to Registered Charity</b>	Charity must have CRA registration status.  Equipment and furnishings	Equipment Asset Disposal Procedure	Donation to Registered Charity	<\$5000: Dean, Chair or Director >\$5000: Director Logistics and Business Services or	Yes	N/A	Updated by Equipment Services.

<b>Stolen or Lost</b>	Reported lost by staff or UAPS.  Equipment only	Equipment Asset Disposal Procedure	Asset Retirement	Dean, Chair or Director	No	N/A	Updated by Equipment Services.
<b>Dismantled</b>	Dismantled parts are retained by the unit.  Equipment only	Equipment Asset Disposal Procedure	Asset Retirement	Dean, Chair or Director	No	N/A	Updated by unit.
	<b>Summary, Restrictions &amp; Eligibility</b>	<b>Procedure</b>	<b>Asset Disposal Form</b>	<b>Sign-Off</b>	<b>Fair Value Assessment Required</b>	<b>Fund and/or Account</b>	<b>PeopleSoft Asset Mgmt Registry</b>
<b>Internal Transfer or Internal Sale</b>	Sale of assets purchased with restricted funds must be at fair market value.  Equipment only	Equipment Asset Disposal Procedure	Transfer or Sale (Internal) to Another University Unit	Dean, Chair or Director	Yes, if purchased with restricted funds.	Seller: 401001 or Research Project  Purchaser: 502341, 502343, or 502344	Location updated by unit.  Other details updated by Equipment Services.
<b>Transfer To or From Another Institution</b>	Researcher and grant support move to another institution.  Equipment only	<i>Transfer To or From Another Institution Procedure</i>	Transfer to another institution OR Acceptance of Equipment Transferred to the University.	Transfer To: VP (Research and Innovation) and Dean. Transfer From: Dean	May be requested by Dean.	N/A	Updated by Equipment Services.

### Purpose

The purpose of this procedure is to ensure that:

- Appropriate assets are identified for retirement and are sold, transferred or otherwise disposed of in accordance with applicable legislation and other requirements;
- All assets identified for disposal are made available to other campus units;
- Maximum value is returned on all items that are sold externally;
- External parties, including staff members, are allowed to purchase assets through the identified disposal methods;
- The disposal of surplus assets is appropriately authorized;

- The **PeopleSoft Asset Management Registry** is updated with the current information; and
- Where applicable, the appropriate accounting entries are made at the unit and institutional levels.

## **PROCEDURE**

Disposal of assets is coordinated by Distribution Services (Surplus Disposal). This ensures that all University procedures and legislative and other applicable requirements related to disposal of assets are fulfilled as follows:

- a. Environmental Health and Safety (EHS) guidelines require that all equipment used with chemical, radiation or biological hazards must be properly decontaminated and documented using the EHS Equipment Decontamination Form. Items will not be picked up by Distribution Services unless each piece of equipment has a completed form posted on the front of the equipment.
- b. Refrigerators and freezers must be emptied and defrosted prior to decontamination. Equipment containing liquids (such as water baths and vacuum pumps) must be drained prior to pick-up.
- c. If disposing of computer hard drives and other data storage devices, the unit must contact Distribution Services (Surplus Disposal) to ensure that confidential information and site-licensed software is appropriately handled prior to disposal. Electronic equipment is disposed of through the University computer recycle program. Distribution Services will consult with the unit, determine the disposal method, and inform the unit whether it will need to remove any confidential information and site-licensed software. For example, if IT equipment is to be disposed of by e-Waste, the unit is not required to clear the information or site-licensed software as the hard drive will be destroyed during the disposal process.
- d. Computers and equipment containing data storage devices cannot be gifted or sold unless they were purchased through PER and/or operating funding. In this circumstance the computer or equipment must be cleared of all confidential information and site-licensed software supplied by the university.

Regardless of the option/form used to dispose of assets, all forms require asset information. This information can be obtained from the PeopleSoft Asset Management Registry if the **acquisition value** was \$5,000 or greater, or if less than \$5,000 but tracked by the unit. If the asset was not tracked, a general description is required.

### 1. SURPLUS

This applies to equipment assets that are no longer of use to a unit, or are obsolete, damaged beyond economical repair or dismantled.

- a. Complete the *Shared Services Surplus Disposal Form*
  - i. Email or call Distribution Services (Surplus Disposal) to obtain the surplus asset(s) declaration number.
- b. Request Disposal of Surplus Asset(s)
  - i. Send the completed and signed form(s), with the declaration number(s) to Distribution Services (Surplus Disposal).
  - ii. Ensure that all University procedures and legislative and other applicable requirements related to disposal of assets are fulfilled as per the "PROCEDURE; sections a., b., and c."
- c. Disposal of Assets by Distribution Services
  - i.Upon receiving the completed form, Distribution Services will determine the method of **disposal**. If the surplus asset(s) has a value, it will be reallocated on campus or disposed of through an **external sale**.
  - ii.Distribution Services will pick-up (removal costs are charged to the unit) and dispose of the asset(s).
- d. Accounting Process

- i. Generally, proceeds from the sale of surplus assets are negligible and are retained at the institutional level (F100) to offset the cost of disposal.
  - ii. If the unit expects that proceeds from the sale of assets will be significant (over \$250), the unit may contact Distribution Services (Surplus Disposal) to request that sale proceeds be deposited to the unit's operating fund (F210). Proceeds greater than \$1,000 will be automatically returned to the originating unit as identified on the Surplus Disposal form. Proceeds are processed through the Cashier's Office and an accounting entry will be credited to the unit's account, 502681 (Gain/Loss on disposal of equipment).
  - iii. Proceeds from the sale of equipment purchased from restricted funds must be treated in accordance with sponsor requirements. Tri Agencies mandate that the proceeds be used for research-related purposes. Proceeds are to be deposited into a research project.
  - iv. Proceeds from the sale of equipment originally purchased through PER are to be credited to the unit's account 402011 (Sales – Goods and Services External Revenue). The unit must deposit the proceeds in accordance with the Cash Depositing Procedure.
- e. Updating of PeopleSoft Asset Management Registry
    - i. Equipment Services will update the PeopleSoft Asset Management Registry when disposal is complete.
  - f. Document Retention
    - i. The unit must retain the original approved forms, along with all attachments, for six years plus the current year, and be able to provide the documents during any subsequent equipment audits. Distribution Services retains a copy of the disposal form.

## 2. TRADE-IN

Surplus or under-utilized equipment may be used against the purchase of new, similar equipment. The benefit derived from the trade-in must be used directly in support of University operations or research, and ownership must be vested with the University.

If the item was originally purchased with research funds, the purchasing units must confirm with the sponsor that there are no stipulations against the trading-in of equipment for new research equipment.

- a. Complete the *Asset Disposal Form – Asset Retirement*
- b. Request the Trade-In
  - i. Send the form, with page 1 completed and signed, to Distribution Services (Surplus Disposal).
- c. Disposal of Asset
  - i. Upon receiving the completed form, Distribution Services will complete a fair market value assessment and return the form to the unit.
  - ii. The unit will finalize the trade-in price with the purchaser. The assessment provides an approximate value and it is reasonable to expect that, depending on a variety of market forces, the final price may be reasonably lower or higher than the value assessed by Distribution Services if the equipment is highly specialized and/or has a limited market.
  - iii. The unit will prepare the asset for shipping by:
    - Ensuring that all University procedures and legislative and other applicable requirements related to disposal of assets are fulfilled as per the "PROCEDURE: sections a., b. and c".
    - Removing the asset tag and boxing up the asset.
  - iv. The unit may make arrangements with the vendor to remove the asset in conjunction with the installation of the new asset. Alternately, and upon request, Distribution Services will pick-up (removal costs apply) and complete the trade-in of the asset.

## d. Process for Purchasing New Asset

- i. The value of the trade-in cannot exceed the value of the purchase against which the trade-in credit is to be applied.
- ii. Trade-in transactions must be made directly with the provider of the equipment.
- iii. Trade-in proceeds must be applied to a current purchase and cannot be deferred or credited against future transactions.
- iv. The equipment asset information, the tracked asset tag number, if applicable, and the value being given for the trade-in are to be included on the purchase requisition.

## e. Updating of PeopleSoft Asset Management Registry

- i. If the equipment has an inventory tag, the unit must advise Equipment Services who will, in turn, update the PeopleSoft Asset Management Registry with the disposal type "trade-in".
- ii. The new asset must be tagged and tracked. For insurance purposes, the final cost of the new asset must include the credit value given. This is considered the total replacement cost.

## f. Document Retention

- i. The unit must retain the original approved forms, along with all attachments, for six years plus the current year, and be able to provide the documents during any subsequent equipment audits.

## 3. DIRECT SALE TO DEPARTING STAFF

Only equipment originally purchased through unit operating funds and/or Professional Expense Reimbursement (PER) can be sold. Items purchased with research funds can be sold only if allowed by the sponsor/grant conditions.

Departing staff can request to purchase equipment paid for by PER and/or operating funds. This includes tracked (>\$1,000) and untracked (<\$1,000) equipment. The unit has the option to gift the staff member to a maximum of \$500 based on years of service. For the purposes of this procedure, PER equipment is valued according to the following schedule:

- Date of purchase to 1 year old – 75% of value
- >1 year old to 2 years – 50% of value
- >2 years old to 3 years – 25% of value
- >3 years old – value will be considered zero for sale and gifting purposes to departing staff

If the cumulative value of the equipment exceeds the amount eligible to gift, or the unit is not willing to gift this amount, the employee has the opportunity to purchase at the depreciated value or pay for the difference (gifted amount minus depreciated value). All PER equipment <3 years old has a value, which must be considered when sold or gifted to a departing employee.

Units may only sell or gift **data storage devices** to departing employees if those items were used exclusively by those staff members, and were purchased from Professional Expense Reimbursement (PER) and/or unit operating funds.

In all cases, direct sales can be made to a departing (resigning or retiring) staff member only.

a. Complete the *Asset Disposal Form – Asset Retirement*

- i. For any direct sale to departing staff a fair market value assessment is required. Distribution Services (Surplus Disposal) will provide the fair market assessment upon request.
- ii. If the employee personally paid for a portion of the equipment when it was purchased, that amount should be noted on the form and will be considered in the assessment and credit provided for the depreciated value of the personal amount paid. Assessments are provided at no

- b. Request Fair Market Value Assessment
  - i. Send the form, with page 1 completed and signed, to Distribution Services (Surplus Disposal).
- c. Distribution Services will complete the fair market value assessment and return the form to the unit. Complete Sale of Asset
  - i. If the departing staff member agrees to purchase the equipment at the assessed fair market value price, the staff member will sign page 2 of the form.
  - ii. The unit will ensure that all confidential information, site-licensed software and the equipment asset tag (if applicable) have been removed from the asset.
  - iii. The unit will obtain payment from the sale and deposit to the unit's operating fund (F210), account 402001 (Sales Goods and Services – External Revenue). For items originally purchased with research funds, the Research Project must be credited. Deposits must be made in accordance with the *Cash Depositing Procedure*.
  - iv. The University is not responsible for any related costs of any item once sold.
- d. Updating of PeopleSoft Asset Management Registry
  - i. When the sale is complete, the unit will send a copy of the forms to Equipment Services, who will update the PeopleSoft Asset Management Registry.
- e. Document Retention
  - i. The unit will attach a copy of the approved Asset Disposal Form to the Deposit Form as supporting documentation. The unit must retain the original approved forms, along with all attachments, for six years plus the current year, and be able to provide the documents during any subsequent equipment audits.

#### 4. GIFT TO DEPARTING STAFF

Units may only sell or gift data storage devices to departing (resigning or retiring) employees if those items were used exclusively by those staff members, and were purchased from Professional Expense Reimbursement (PER) and/or unit operating funds. Any items purchased with research funds can be gifted only if allowed by the sponsor/grant conditions.

As per the *Gift Expenditure Procedure*, an asset may be gifted to a long-serving University staff member who is retiring or departing at a value of \$100 per year of service up to a maximum of \$500. Examples include books, a computer or an office accessory. Canada Revenue Agency (CRA) requires the University to include the value of any non-cash gifts to employees exceeding \$500 per calendar year in the employee's income for tax purposes.

##### a. Complete the *Asset Disposal Form – Asset Retirement*

- i. For any gift to departing staff, a fair market value assessment is required. Distribution Services (Surplus Disposal) will provide the assessment upon request.
- ii. An item with a fair market value above \$500 may only be gifted if the employee meets the conditions of the *Gift Expenditure Procedure* and agrees to pay the amount over and above the \$500 threshold.

- iii. If the employee personally paid for a portion of the equipment when it was purchased, that amount should be noted on the form and will be considered in the assessment and credit provided for the depreciated value of the personal amount paid.
- b. Request Fair Market Value Assessment
  - i. Send the form, with page 1 completed and signed, to Distribution Services.
  - ii. Distribution Services will conduct the fair market value assessment.
- c. Gift Asset to Departing University Employee
  - i. When the fair market value assessment is complete, Distribution Services will return the form to the sender for final approval. The Dean, Director or Chair has the discretion to deny the gift if it does not align with the intent of the *Gift Expenditure Procedure*.
  - ii. Once the form has been signed by the Dean, Director or Chair, and if the gift is approved:
    - Obtain the employee's signature and payment, if applicable, for any amount above \$500.
    - The unit will ensure that all confidential information, site-licensed software and the equipment asset tag (if applicable) have been removed from the asset.
  - iii. If payment is required, the unit will deposit to the unit's operating fund (F210), account 402001 (Sales Goods and Services – External Revenue). Deposits must be made in accordance with the *Cash Depositing Procedure*. This applies to items originally purchased through operating funds and/or PER. Any payment required for items originally purchased with research funds must be deposited to the Research Project.
  - iv. The University is not responsible for any related costs of any item once sold.
- d. Updating of PeopleSoft Asset Management Registry
  - i. When the gift or gift/sale is complete, the unit will send a copy of the forms to Equipment Services, who will update the PeopleSoft Asset Management Registry.
- e. Document Retention
  - i. The unit will attach a copy of the approved Asset Disposal Form to the Deposit Form as supporting documentation. The unit must retain the original approved forms, along with all attachments, for six years plus the current year, and be able to provide the documents during any subsequent equipment audits.

## 5. DONATION TO REGISTERED CHARITY

Canada Revenue Agency (CRA) allows the University to donate only to charitable organizations with an active CRA registration status. An asset cannot be donated to any other institution, or any person or staff member.

- a. Complete the *Asset Disposal Form – Donation to Registered Charity*
  - i. For any donation to a registered charity, a fair market value assessment is required. Distribution Services (Surplus Disposal) will provide the assessment upon request.
- b. Request Fair Market Value Assessment
  - i. Send the form, with page 1 completed and signed, to Distribution Services. The form must include the Business/Registration number of the charity (available from the charity or the CRA).
  - ii. Distribution Services will complete the fair market value assessment.
- c. Donate Asset to Registered Charity
  - i. Once the assessment has been completed, Distribution Services will send the form to back to the

sender.

- If the amount of the donated equipment is less than \$5,000, the Dean, Director or Chair has final approval.
  - If the value of the donated equipment is \$5,000 or more and purchased with operating funds, the VP (University Services and Finance) provides final approval. If the item was purchased with research funds, the VP (Research and Innovation) has final approval. Either VP has the discretion to deny the donation. The VP will return the signed form to the unit.
  - ii. If the donation is approved, the unit will ensure that all confidential information, site-licensed software and the equipment asset tag (if applicable) are removed from the asset.
  - iii. The University is not responsible for any related costs of any item once donated.
- d. Updating of PeopleSoft Asset Management Registry
- i. When the donation is complete, the unit will send a copy of the forms to Equipment Services, who will update the PeopleSoft Asset Management Registry.
- e. Document Retention
- i. The unit must retain the original approved forms, along with all attachments, for six years plus the current year, and be able to provide the documents during any subsequent equipment audits.

## 6. STOLEN OR LOST

An item is considered stolen when involved in a reported theft or break-in. A University of Alberta Protective Services (UAPS) or other (police) report must be filed.

For an item to be considered lost, it must have been first reported as missing via a report filed with UAPS. If, after an extensive search, the asset cannot be located, the unit can confirm the asset as missing and it can be recorded as lost in the PeopleSoft Asset Management Registry.

- a. Complete the *Asset Disposal Form – Asset Retirement*
  - i. Send the completed and signed form to Equipment Services.
- b. Updating of PeopleSoft Asset Management Registry
  - i. The unit will notify Equipment Services of the loss by submitting the completed form. The PeopleSoft Asset Management Registry will then be updated by Equipment Services.
- c. Document Retention
  - i. The unit must retain the original approved forms, along with all attachments, for six years plus the current year, and be able to provide the documents during any subsequent equipment audits.

## 7. DISMANTLED FOR PARTS

This applies when an equipment asset is to be dismantled and parts retained by the unit.

- a. Complete the *Asset Disposal Form – Asset Retirement*
  - i. Send the completed and signed form to Equipment Services.
- b. Preparation of the Asset for Dismantling
  - i. Ensure that all University procedures and legislative and other applicable requirements related to disposal of assets are fulfilled as per the "PROCEDURE, sections, a., b. and c.".
  - ii. Ensure that the asset tag is removed from the equipment.
  - iii. The unit can then undertake asset dismantling.
- c. Updating of PeopleSoft Asset Management Registry

- i. The unit will update the PeopleSoft Asset Management Registry by retiring the dismantled asset.
- d. Document Retention
  - i. The unit must retain the original approved forms, along with all attachments, for six years plus the current year, and be able to provide the documents during any subsequent equipment audits.

## 8. INTERNAL TRANSFER OR SALE TO ANOTHER UNIVERSITY OF ALBERTA UNIT

This applies to the transfer or sale of an equipment asset within the University. The units coordinate the transaction and are responsible for complying with various legislative and other requirements.

Proceeds from the sale of equipment purchased from restricted funds must be treated in accordance with sponsor requirements. Tri Agencies mandate that the proceeds be used for research-related purposes. Generally, Tri Agencies mandate that any equipment less than five years of age cannot be sold.

- a. Complete the *Equipment Asset Form – Transfer or Sale (Internal) to Another University Unit*
  - i. Determine the selling price:

For the sale of any asset originally purchased from either unrestricted or restricted funds, the units may negotiate a selling price taking the fair market value into consideration. Either unit may request a fair value assessment from Distribution Services. An assessment is required for items purchased with research funds. The assessment provides an approximate value and it is reasonable to expect that, depending on a variety of market forces, the final price may be reasonably lower or higher than the assessed value.
  - ii. Send the completed and signed form to Distribution Services (Surplus Disposal).
  - iii. Distribution Services will conduct the fair value assessment, if applicable, and return the form to the unit.
  - iv. Complete the transfer or sale.
- b. Accounting Process
  - i. If the equipment is transferred, no accounting entry is required.
  - ii. If the equipment is sold, the Transfer or Sale (Internal) to Another University Unit form must be completed to record the sale.
    - The selling unit must credit 401001 (Internal General Revenue).
    - If the equipment was purchased with restricted funds, the chartfield must be credited in accordance with any donor/sponsor terms and/or conditions. The proceeds must be deposited into a research project.
    - The purchasing unit must debit the appropriate expense account:
      - 502341 – Equipment <\$5,000
      - 502343 – Computing Hardware <\$5,000
      - 502344 – Scientific Lab Equipment <\$5,000
- c. Updating of PeopleSoft Asset Management Registry
  - i. When the asset is transferred or sold internally, the original asset tag is to remain affixed to the equipment. A new tag is not to be assigned by the unit receiving the transfer.
  - ii. Following the transfer or sale, Equipment Services will update the ownership change in the PeopleSoft Asset Management Registry, if applicable (above \$5,000). The receiving unit must

update the location of the asset.

- iii. If sold, the acquisition value will remain the original purchase price, not the negotiated price, along with all original acquisition details. This is required for insurance purposes.
- d. Document Retention
- i. The receiving unit must retain the original approved forms and any attachments for six years plus the current year, and be able to provide the documents during any subsequent equipment audits. The transferring unit must retain copies of the forms and attachments for six years plus the current year.

## **DEFINITIONS**

Any definitions listed in the following table apply to this document only with no implied or intended institution-wide use. [▲ Top](#)

<b>Equipment Assets</b>	Items acquired by the University including, but not limited to, scientific and lab equipment, information technology (IT) equipment, miscellaneous equipment, vehicles and items purchased through Professional Expense Reimbursement (PER).  This procedure does not include Museums and Collections assets.
<b>Furnishings Assets</b>	Items acquired by the University including, but not limited to, workstations, file cabinets, bookcases, classroom tables/podiums, soft seating (lounge seating), and lounge tables.
<b>Surplus Assets</b>	Equipment assets that are no longer of use to a unit, or are obsolete, damaged beyond economical repair or dismantled.
<b>Trade-In</b>	Items that are used in partial payment when purchasing a new, similar item.
<b>Direct Sale to Departing Staff</b>	Direct sales can be made to departing (resigning or retiring) staff only and require a fair market value assessment to be completed by Distribution Services.
<b>Gift to Departing Staff</b>	Gifts may be made to departing (resigning or retiring) staff only, require approval by the Vice-President, require a fair market value assessment, and must comply with the <i>Gift Expenditure Procedure</i> .
<b>Donation to Registered Charity</b>	In accordance with Canada Revenue Agency (CRA) regulations, the University may only make a donation to a charitable organization with an active CRA registration status. An asset cannot be donated to any other institution or any person or staff member.
<b>Stolen</b>	An asset is considered stolen when involved in a reported theft or break-in. A campus security or other report must be filed.
<b>Lost</b>	For an item to be considered lost, it must have been first reported as missing via a report filed with UAPS. If, after an extensive search, the asset cannot be located, the unit can confirm the asset as missing and it can be recorded as lost in the PeopleSoft Asset Management Registry.
<b>Dismantled</b>	Units may dismantle equipment for parts, and retain those parts.
<b>Internal Transfer</b>	A change in custodian of an asset within the University, which takes place at no charge to the receiving unit.
<b>Internal Sale</b>	A change in custodian of an asset within the University which takes place at a price negotiated between the units.  For the sale of any asset originally purchased from either unrestricted or

	Restricted funds, a fair market assessment is required and the units may negotiate a selling price, taking the fair market value into consideration.
<b>Restricted Research Funds</b>	Restricted funds or restricted contributions are subject to externally imposed stipulations that specify the purpose for which the funds are to be used. The University can only expend restricted funds for those specific purposes defined by the sponsor or donor.
<b>PeopleSoft Asset Management Registry</b>	An electronic registry used to record details of assets in order to facilitate physical control and security, and to provide information for disposal, replacement and insurance purposes. Units are not required to track furnishings.
<b>Sanitized</b>	Proper erasing of any residual data from an electronic storage device.
<b>Acquisition Value</b>	The original purchase cost of an equipment asset, excluding discounts or promotions (e.g. “free” or bonus items are valued at non-promotional or discounted price) or the value assigned to an equipment asset acquired through either an in-kind contribution or a transfer from an external or internal unit. Required for insurance purposes.
<b>Disposal</b>	Removal of an asset from an operating unit’s inventory resulting in a change of status for the asset from “active” to “inactive” for that unit. Disposal methods include transfers, sales, gifting, trade-ins, recycle.
<b>External Sale</b>	The disposal of an asset outside of the University. The price and method is determined by Distribution Services (Surplus Disposal).
<b>Data Storage Devices</b>	A device for the recording, storage and/or processing of information. These include, but are not limited to, laptops, desktop computers/monitors, PDAs, cell phones, tablets, media players and portable electronic devices.

## **FORMS**

Should a link fail, please contact [uappol@ualberta.ca](mailto:uappol@ualberta.ca). [[▲ Top](#)]

[FS/PCM Forms Cabinet: Equipment Asset Acceptance of a Gift in Kind of Equipment to the University](#)

[FS/PCM Forms Cabinet: Equipment Asset Disposal Form - Request to Transfer Equipment to Another Institution](#)

[FS/PCM Forms Cabinet: Surplus Disposal Form](#)

[FS/PCM Forms Cabinet: Disposal Form - Asset Retirement](#)

[FS/PCM Forms Cabinet: Asset Disposal Form: Donation to Registered Charity](#)

[FS/PCM Forms Cabinet: Transfer or Sale \(Internal\) to Another Unit](#)

[Equipment Decontamination Form](#)

## **RELATED LINKS**

Should a link fail, please contact [uappol@ualberta.ca](mailto:uappol@ualberta.ca). [[▲ Top](#)]

[Equipment Registration and Tracking Procedure](#) (University of Alberta)

[Equipment and Furnishings Asset Management Policy](#) (University of Alberta)

[Equipment Asset Transfer Procedure – Transfer To or From Another Institution \(Asset Purchased from Restricted Research Funds\)](#) (University of Alberta)

[Information Technology Security Policy](#) (University of Alberta)

[Gift in Kind of Moveable Equipment to the University Guidelines](#) (University of Alberta)