

Asset Redeployment/Disposal Form**Date:** _____

Department: _____

Location: _____

Contact: _____

Telephone/Ext: _____

Item Description: (include quantity, manufacturer, model #, serial #, and brief description of each item)

Recommended for:

- | | | | |
|---------------------------------------|-----------------------------------|----------------------------------|---|
| <input type="checkbox"/> Redeployment | <input type="checkbox"/> Trade-in | <input type="checkbox"/> Sale | <input type="checkbox"/> Used for Parts |
| <input type="checkbox"/> Scrap | <input type="checkbox"/> Donation | <input type="checkbox"/> Storage | <input type="checkbox"/> Unknown |

Condition:

- | | | | | |
|---|-------------------------------|---|---------------------------------|---|
| <input type="checkbox"/> Excellent/good | <input type="checkbox"/> Fair | <input type="checkbox"/> Poor/Beyond repair | <input type="checkbox"/> Stolen | <input type="checkbox"/> Potentially hazardous* |
|---|-------------------------------|---|---------------------------------|---|

Suggested trade-in/buyer/donor recipient: _____*** Define potential hazard:** _____**NOTE: All buyers must be informed of Standard Conditions of Sale at time of offer.**

Contact Name	Organization	Address	Phone #	Offer Amt (excl. taxes)

Research or Specialized Technical Equipment:

- | | |
|---|--------------------|
| <input type="checkbox"/> Transferred to another institution | Transfer to: _____ |
| <input type="checkbox"/> Retiring faculty continues research | |
| <input type="checkbox"/> Research grant following departing faculty member to another institution | |

Comments: _____

Unit Head/Dean Approval: _____ Date: _____

Exec Director, Human Resources Approval : _____ Date: _____

(For T4 impact)

Associate VP Research Approval: _____ Date: _____

(For research equipment)

VP Finance & Administration Approval: _____ Date: _____

*(For disposals to employees)***ITS/CENTRAL STORES USE ONLY** (to be completed within 5 business days)

- | | |
|--|--|
| <input type="checkbox"/> Computer operating system: _____ | <input type="checkbox"/> Stripped of all confidential data and licensed software |
| <input type="checkbox"/> Item(s) stored/redeployed at (dept/location): _____ | |
| <input type="checkbox"/> Item(s) forwarded to Manager, Purchasing for external disposal process. | |
| <input type="checkbox"/> Item(s) potentially hazardous. Disposal instructions provided by Environment, Health & Safety (attach memo) | |
| <input type="checkbox"/> Item(s) declared scrap. Cost of disposal (Amount & Disposal Firm): _____ | |

Assessment done by: _____ (attach assessment)

Date

Approved by: _____

Manager, ITS/Central Stores

Date

FINANCE DEPARTMENT ONLY

- ☐ Taxes charged or Exemption Certificates/Numbers obtained.
- ☐ GST Amount _____
- ☐ PST Amount _____
- ☐ Invoice created # _____
- ☐ Total Invoice Amount (incl taxes) _____
- ☐ Fixed asset records adjusted.

Method of payment received:

- ☐ Cash
- ☐ Credit Card
- ☐ Cheque
- ☐ Debit card
- ☐ Other – specify _____

Request Budget Transfer:

From account: _____
To account: _____
Amount: _____

Credit Account # _____ \$ _____

Requested by: _____
Purchasing Date

Approved by: _____
Finance Date

Asset Redeployment/Disposal Form -

Standard Terms & Conditions - Asset Disposal Bids

1. ACCEPTANCE - If accepted, Brock University shall notify the purchaser of such acceptance within five (5) days after the closing date.
2. TERMS - Cash or business cheque (no personal cheques accepted) within five (5) days after notification for total amount including Provincial Sales Tax.
3. WITHDRAWAL - Brock University reserves the right to withdraw from the sale any property which has not been delivered to the Purchaser, without incurring any liability except to refund to the Purchaser any amount paid.
4. CONDITION - The property listed is offered "as is - where is". Brock University makes no warranty, express or implied, as to the condition of the property or its fitness for any use or purpose.
5. REMOVAL - the Purchaser, upon acceptance of this offer by Brock University, shall at their expense, pack, load and remove the property under the supervision of a representative of Brock University within ten (10) days after notification referred to in paragraph 1 above. At the time of removal, Purchaser will provide proof of payment for the goods.
6. FAILURE TO REMOVE - Should the purchaser fail to remove the property in accordance with paragraph 5, Brock University, without prejudice to other remedies, may cancel the contract without notice to the Purchaser and retain as liquidation damages any deposit or amount paid on account of the property. The Purchaser shall lose all claim to and interest in the property and may be held responsible for all loss, cost and expense incurred by Brock University due to the Purchaser's fault.
7. TAX - The Purchaser shall pay any applicable customs duties and taxes that may be liable as a result of the sale of these assets.
8. DAMAGE TO PROPERTY - The Purchaser shall be responsible for any damage to property resulting from the removal of the property sold.
9. UNDISCLOSED PRINCIPAL, BRIBES, ETC. - Brock University reserves the right to cancel the sale and limits its liability to a refund of the purchase price if the property is purchased on behalf of an undisclosed principal; the same shall apply if the sale is brought about by a bribe, gift, or gratuity, or other inducement, to any official or employee of Brock University.
10. Brock University does not assume any liability for injury or loss incurred in the inspection, removal, use or handling of the property listed on an Asset Disposal Bid Form.
11. Brock University reserves the right to accept or reject any bid.