

**The UNIVERSITY of WESTERN ONTARIO**  
**POLICIES and PROCEDURES**

## **2.9 DISPOSAL OF UNIVERSITY ASSETS**

Classification: Financial

Effective Date: 28SEP00

Supersedes: 01JAN98

### **POLICY**

- 1.00 Except as otherwise specifically delegated by the Board of Governors or the President, the disposal of University assets shall be the responsibility of Financial Services - Procurement Services.
- 2.00 Procurement Services may delegate its operational responsibilities to other groups in specific instances while retaining functional authority.
- 3.00 The purpose of this policy is:
  - (a) To provide a system that encourages identification of University assets that are no longer required by the present user department.
  - (b) To obtain maximum benefit from University assets which are considered of no further use to the present user department by alternate use internally, trade-in on new purchases, or sale to outside parties.
  - (c) To provide a means of documenting the transfer or sale of University assets.
- 4.00 Procurement Services is responsible for:
  - the overall administration of the University Asset Disposal Program
  - maintaining an inventory record of assets approved for disposal
- 5.00 Corporate Accounting is responsible for accounting for disposals.
- 6.00 The net proceeds from the disposal of University assets which are under the direct control of a University department will be credited to that department's budget. In all other instances the net proceeds will be retained in the University's central funds at the discretion of the Vice-President (Resources & Operations) and subject to the authority of the Board of Governors.
- 7.00 Equipment purchased under Research Grants or contracts becomes the property of the University, unless otherwise specified in the terms of the grant or contract, and is therefore subject to this policy.

### **PROCEDURE**

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- 8.00 Tagged University assets with an estimated disposed fair market value under \$250 may be disposed of by the individual user departments. However, the end user department will be responsible for ensuring that proper tax is collected and remitted and the proceeds deposited and properly accounted for. The asset disposal requisition will clearly indicate the disposition of these assets and will be forwarded to the Procurement Services.
- 9.00 In all other instances, budget units will initiate and forward an Asset Disposal Requisition to the Procurement Services for approval and action.

## AUTHORITIES

10.00 Pursuant to [Special Resolution No. 2](#) of the Board of Governors, the President hereby delegates authority to sell or otherwise dispose of University assets, excluding land, up to the limits based on fair market value as specified below, through the final approval of Asset Disposal Requisitions and execution of contracts and agreements

|     |                                  |           |
|-----|----------------------------------|-----------|
| (a) | A Vice-President                 | \$150,000 |
| (b) | Director of Procurement Services | \$ 75,000 |
| (c) | Procurement Manager              | \$ 50,000 |
| (d) | Budget Unit Head                 | \$ 250    |

provided that either the Vice-President (Resources & Operations) or the President shall authorize all disposals having a market value in excess of \$75,000, or in their absence, by the Associate Vice-President (Financial Services).