



**Western**  
UNIVERSITY · CANADA

## ASSET DISPOSAL REQUISITION

NO. W

|                        |                 |      |
|------------------------|-----------------|------|
| FACULTY OR SCHOOL NAME | DEPARTMENT NAME | DATE |
|------------------------|-----------------|------|

**The asset described below is available for disposal:**

|   |  |                              |
|---|--|------------------------------|
| <b>DESCRIPTION<br/>(MAKE &amp; MODEL)</b> | PLEASE ATTACH ANY AVAILABLE LITERATURE THAT WILL ASSIST IN IDENTIFYING THIS EQUIPMENT TO PROSPECTIVE PURCHASERS. | ESTIMATED RESALE VALUE<br>\$ |
|---|--|------------------------------|

|  |  |  |
|--|--|--|
|  |  |  |
|  |  |  |

|                  |           |      |      |      |
|------------------|-----------|------|------|------|
| <b>CONDITION</b> | EXCELLENT | GOOD | FAIR | POOR |
|------------------|-----------|------|------|------|

|                          |          |          |
|--------------------------|----------|----------|
| <b>LOCATION OF ASSET</b> | BUILDING | ROOM NO. |
|--------------------------|----------|----------|

|                                |          |                 |
|--------------------------------|----------|-----------------|
| <b>PARTICULARS OF ORIGINAL</b> | SUPPLIER | U.W.O ASSET NO. |
|--------------------------------|----------|-----------------|

|               |                    |                |                 |
|---------------|--------------------|----------------|-----------------|
| PURCHASE DATE | PURCHASE ORDER NO. | INVOICE AMOUNT | ACCOUNT CHARGED |
|---------------|--------------------|----------------|-----------------|

|   |            |           |  |            |           |
|---|------------|-----------|--|------------|-----------|
| Item to be advertised for sale?                           | <b>Yes</b> | <b>No</b> | Item already scrapped?                       | <b>Yes</b> | <b>No</b> |
| Item to be picked up for disposal?                        | <b>Yes</b> | <b>No</b> | Item sold/transferred to another department? | <b>Yes</b> | <b>No</b> |
| (Plases provide account number for transportation charge) |            |           | Details _____                                |            |           |
| Item donated?   | <b>Yes</b> | <b>No</b> | Do you have a prospective buyer?             | <b>Yes</b> | <b>No</b> |
| (If yes please provide details below)                     |            |           | (If yes please provide details below)        |            |           |

|         |
|---------|
| REMARKS |
|---------|

|  |      |           |                                |
|--|------|-----------|--------------------------------|
| <b>FOR FURTHER INFORMATION CONTACT</b> | NAME | PHONE NO. | CREDIT PROCEEDS TO ACCOUNT NO. |
|--|------|-----------|--------------------------------|

### HAZARDOUS?

Has this asset been in contact/use with any hazardous materials? Yes      No

Identify:      Chemical      Radioactive      Biohazard      PCB      Asbestos      Freon      Other \_\_\_\_\_

If any of the above apply contact **Occupational Health & Safety** before any further action is taken.

|              |      |               |      |
|--------------|------|---------------|------|
| INITIATED BY | DATE | AUTHORIZED BY | DATE |
|--------------|------|---------------|------|

### FOR PROCUREMENT SERVICES USE ONLY

|                    |                               |                      |      |
|--------------------|-------------------------------|----------------------|------|
| <b>APPROVED BY</b> | PROCUREMENT OFFICER SIGNATURE | AUTHORIZED SIGNATURE | DATE |
|--------------------|-------------------------------|----------------------|------|

|                            |              |                    |                |
|----------------------------|--------------|--------------------|----------------|
| <b>PARTICULARS OF SALE</b> | DATE OF SALE | AMOUNT RECEIVED \$ | CASH    CHEQUE |
|----------------------------|--------------|--------------------|----------------|

|         |                  |
|---------|------------------|
| SOLD TO | ACCOUNT CREDITED |
|---------|------------------|