



# Capital Assets Disposal Form

Date:

Please refer to SAIT Procedures [FN 14.1.3 Disposal of Capital Assets](#)

Disposal Method

Additional Information

- Physical disposal of scrap must be conducted by Facilities Management
- For all assets donated to SAIT, attach confirmation from Alumni & Development that compliance with donor disposal restrictions have been met.

**Does the disposal require:**

- Outside Labour or Rental Equipment: Yes  No
- Hazardous Materials Disposal: Yes  No   
(e.g. Fridge/Freezer - Freon, X-ray equipment - radioactive material)

FOAPAL Code for disposal costs:

• If disposal is by Trade In:

Requisition Number

- If disposal is due to Theft notify Security and Insurance Management.
- If the asset list is longer than the spaces provided please attach a list in Excel format.

For Capital Assets Use only

Form#

MDoc

Amt.

Date

Asset Tag Number	Description	Equipment Condition	Locn/Room #	Was asset donated to SAIT?
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

**\*\*\*E-mail the approved form to : [capital.assets@sait.ca](mailto:capital.assets@sait.ca)**

DEPARTMENTS

Department Contact  Phone

**Approvals**

<b>Dean/Director</b>			
	<input type="text"/>	<input type="text"/>	<input type="text"/>
	Name (please print/type)	Signature	Date
<b>Division VP</b>			
- Assets with cost ≥ \$50,000 - Theft or Not Found Assets			
	<input type="text"/>	<input type="text"/>	<input type="text"/>
	Name (please print/type)	Signature	Date
<b>CFO and Senior VP</b>			
- Theft or Not Found Assets			
	<input type="text"/>	<input type="text"/>	<input type="text"/>
	Name (please print/type)	Signature	Date