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<b>Name:</b>	<b>Procurement – Surplus Furniture and Equipment</b>
Policy Number:	4-1015
Origin:	Financial Services
Approved:	1 March 1993
Issuing Authority:	Director, Financial Services
Responsibility:	Manager, Procurement Services
Effective Date	1 September 2007
Revision Date(s):	1 August 1994 1 September 2007

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The Manager, Procurement Services arranges for the disposition of assets of the University. No other department or individual may release a University asset by way of sale, lease, loan, or gift.

It is the responsibility of employees so authorized to provide the Manager, Procurement Services with a list of surplus, obsolete and scrap materials and to request their disposal. Items will be disposed of by Procurement Services in one of the following ways:

- where there is need, the material or equipment may be offered to another department within the University
- if no inter-departmental need exists, the goods may be sold to the university community on an "as is where is basis"
- the goods may be disposed of for scrap value
- goods may be given as a donation to a charitable organization

All disposals resulting in a monetary recovery are accounted for as an institutional cost recovery. Questions may be directed to the Manager, Procurement Services.