



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?

*****E-mail the approved form to : capital.assets@sait.ca**

DEPARTMENTS:

Department Contact:

Phone:

Approvals:

Dean/Director	_____	_____	_____
	Name (please print/type)	Signature	Date
Division VP	_____	_____	_____
- Assets with cost ≥ \$50,000 - Theft or Not Found Assets	Name (please print/type)	Signature	Date
CFO and Senior VP	_____	_____	_____
- Theft or Not Found Assets	Name (please print/type)	Signature	Date