

# Asset Disposal Intake Form

This form shall be submitted for disposal of any kind of Major and Minor asset i.e. Furniture, Equipment and IT/Electronic items. Please send the completed form with any attachments to [Purchasing@humber.ca](mailto:Purchasing@humber.ca)

Faculty/ Dept. \_\_\_\_\_

Email \_\_\_\_\_

Requestor Name \_\_\_\_\_

Phone No. \_\_\_\_\_

Serial Number	Asset Description	Asset Tag No. or Model #	Location (Building and Room Number)	Condition Code	Reason For Disposal Code	Method of Disposal Code	Age of Asset (Years)	*Finance (Treasury) Use Only	
								Banner Asset Tag#	Current Book Value

Department Head Approval (Vice President, Dean)

Associate Director, Financial Services or Purchasing Approval

Print Name and Date

Print Name and Date

CONDITION CODE		REASON FOR DISPOSAL CODE		METHOD OF DISPOSAL (REQUESTED) CODE	
P - Poor	E - Excellent	O - Obsolete	HS - Health or Safety Risk	T - Tender or Auction	D - Donate
F - Fair		N - Non-repairable or Damaged	S - Surplus, No longer needed, Cannot be used for parts	TI - Transfer Internally	S - Scrap
G - Good				R - Recycle scheme	