Disposal Procedures

Process for disposing of university assets:

- Decision is made that equipment is surplus to departmental needs. All areas of a department should be consulted before making this decision.
- A declaration number is obtained by contacting Surplus Services (780-492-5393). The form must be completed and submitted by email, campus mail or fax to the Surplus Coordinator.
- The completed form must be signed by a department head with signing authority.

Surplus Assets will make arrangements for removal (if required) within 1 – 7 days.

Methods of Sale

Current methods of sale: Transfers between University Departments, Tender, Kijiji website, Auction and Recycle Programs. Trade-in's should be co-ordinated with the Purchasing Department.

Recycle Program Sales and Transfers: Transfer or sale of equipment between departments must be made on Indents. Surplus Sales does encourage a cash-less transfer of items between departments. If departments require payment for their items and are unable to determine a price, Surplus is available to provide an evaluation to the department. Surplus Assets and Inventory Control require a copy of the Indent.

Auction

Surplus Assets uses various auction companies within the City of Edmonton. These auctions are open to the public and are held during working hours. For more information, contact the Surplus Assets Coordinator at 780-492-5393.

Recycle Programs

Many items no longer used on campus are recycled. All types of metals are taken to local metal recyclers. Electronic equipment is taken to electronic recyclers within the City and processed.

Trade-ins

When trading in old equipment, list the item and the University of Alberta inventory number(s) on the Purchase Requisition to ensure the number is removed from your inventory. Trade-ins should be arranged with purchasing at the time of purchase of the new equipment.