

Date:

Researcher Initiating:

Department:

Response Deadline*:

*If there is no interest, proceed to External section

Researcher completes Asset Description and Internal Reassignment. Asset information available from Distribution Services.

For non-functioning equipment, complete Asset Description only and email form to the research@unbc.ca.

If equipment needs to be moved from existing location, contact DistributionServices@unbc.ca.

Asset Description

Asset #

Qty Item Description

Model/Make/Size

Location

Additional information:

Use File Attachment button to attach photos

Condition: Functioning

Non-Functioning

Describe operating issues:

Potentially hazardous: No If yes, describe hazard:

Equipment has had all data and licensed software removed (if applicable): Yes

Internal Reassignment

Purchased through:

CFI

Tri-Agency

Industry

Donated

Original fund for purchase:

Original PO (if known):

Original Price:

Internal Buyer:

Agreed sale price:

Signature:

If CFI, > 8 yrs, non-functioning = \$0.00

Otherwise use: Purchase Price - (Purchase Price / 8) x equipment age

Purchaser's Coding: Fund

Org

Risk engaged for insurance transfer?

Finance shall credit the Surplus Research Equipment fund managed by ORI for internal reassignments.

External Disposal

Reserve Bid amount requested for auction:

Office Use Only

Research Accounting Approved?

Internal Reassignment

External Disposal

VPRI approves direct fund coding to Fund:

Org:

APPROVAL FOR ASSET DISPOSAL

VP Research and Innovation

AVP Financial Services

Asset Transfer Complete?