

### Equipment Asset Disposal Form – Request to Transfer Equipment to Another Institution

Use this form when a University researcher requests a transfer of a University of Alberta equipment asset to another educational or research institution when the equipment asset has been purchased from restricted funds. Approval by the Vice-President (Research and Innovation) is required. To request an assessment of fair value, please contact FPP (Equipment Inventory) at [eilist@ualberta.ca](mailto:eilist@ualberta.ca).

Refer to the [Equipment Asset Transfer Procedure – Transfer to or From Another Institution](#)

#### Part A – Request to Transfer Equipment Asset

Details of equipment asset(s) – attach additional page if required

Details can be obtained from the equipment asset register if the item was tracked (tagged). If it was not tracked, provide a description of the equipment asset.

|                                       |  |
|---------------------------------------|--|
| Asset tag number                      |  |
| Description of asset                  |  |
| Original Acquisition value            |  |
| Chart of accounts (COA) or Speed Code |  |
| Date of purchase                      |  |
| Fair value of asset (if required)     |  |

Name of receiving institution: \_\_\_\_\_

Effective date of transfer: \_\_\_\_\_

Reason for transfer:

\_\_\_\_\_

\_\_\_\_\_

Donor/sponsor name and terms and conditions relating to the transfer of equipment asset: \_\_\_\_\_

\_\_\_\_\_

The receiving institution has confirmed acceptance of the transfer. (Please attach completed *Confirmation of Acceptance of Transfer of Equipment Assets from the University of Alberta*).

This section applies to disposal of computer hard drives and other data storage devices:

The unit has deleted all data and site-licensed software.

This section applies to disposal of equipment assets used to store radioactive or biological substances:

The unit has completed the [Equipment Decontamination Verification](#) and has attached a copy of this form indicating Biosafety clearance.

I hereby certify that the above information is true and complete:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed - Name / Title of Requestor

\_\_\_\_\_  
Date

#### Part A Routing Instructions:

Forward to Unit Head (Dean, Chair or Director)

**Equipment Asset Disposal Form – Request to Transfer Equipment to Another Institution****Part B – Unit Approval**

- Approve  
 Not approved (please return form to requestor)

Comments (optional):

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\_\_\_\_\_  
Signature\_\_\_\_\_  
Printed - Name / Title (Dean, Chair or Director)\_\_\_\_\_  
Date**Part B Routing Instructions:**

1. If transfer not approved, return form to requestor.
2. If transfer approved, forward to Vice-President Research and Innovation

**Part C – Vice-President Research and Innovation Approval**

- Approve  
 Not Approved

Comments (optional):

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\_\_\_\_\_  
Signature\_\_\_\_\_  
Printed - Name / Vice-President Research\_\_\_\_\_  
Date**Part C Routing Instructions:**

1. Vice-President Research and Innovation: forward completed form to Unit Head.
2. Unit Head: forward form to requestor
3. Unit: for tracked equipment assets, forward copy of form (and attachments) to Equipment Services, 3<sup>rd</sup> Floor Materials Management Building or email: [eilist@ualberta.ca](mailto:eilist@ualberta.ca).