



Disposal of Surplus Material Process

From time to time it is the responsibility of Deans, Directors and Department Heads to provide the Manager, Procurement Services with a list of surplus material(s). Surplus includes excess equipment and supplies and obsolete or scrap items.

Surplus belonging to StFX shall be disposed of only by quotation, auction, or other method as approved by the Manager, Procurement Services, provided that any usable materials or equipment are first offered for sale to other Departments within the University or through the Interuniversity Services website to other Atlantic Canadian institutions.

Sale of surplus goods and materials with a value exceeding \$10,000 shall be approved by the Director of Finance and in excess of \$50,000 by the Vice-President, Finance & Operations.

Proceeds from the sale of surplus shall be credited to StFX. In determining the disposal method, the interests of StFX shall take precedence.

Procedure:

- Deans, Directors and Department Heads - determine if there is surplus within their Faculty, School or Department and provide a written request for disposal to Procurement Services.
- A Request for Disposal of Surplus Equipment and Supplies form may be used to accommodate surplus declarations and is attached as Appendix A. This formal request is required for disposal with an estimated value greater than \$10,000. For disposals within an estimated value of \$10,000 or less, Purchasing may be advised by memo or email.
- The list of surplus materials should include the following information where applicable and where known:
 - a) date, department, contact name and telephone number
 - b) location of the items including building and room number
 - c) description, manufacturer, model, serial number
 - d) age, dimensions, colour, condition, special features
 - e) estimated value
 - f) original purchase information
 - g) historical usage information
- In consultation with the Department, the Manager, Procurement Services shall assign a fair market value to the surplus, determine if the surplus can be used elsewhere within the University, and bring the reallocation to a satisfactory conclusion.
- All goods are sold within StFX on an as is/where is basis. Goods with an estimated value less than \$500 are sold on a first come, first served basis. For goods with an estimated value of \$500 or more, the Manager, Procurement Services shall consult with the requesting department to determine the appropriate method of disposal (e.g. sealed bid).



- If there is no interest internally, an electronic notice will be posted on the Interuniversity Services website.
- If the item cannot be used within the University or disposed of through ISI, the Manager, Procurement Services will determine the most cost effective method of disposal, obtain approval as required, and finalize transaction details.
- If the asset has a market value of less than \$500, or is in such condition as to make a cost-effective sale unlikely, the Manager, Procurement Services may authorize donation to a charitable organization or disposal of the item as refuse.
- Records of disposal shall be maintained by the Manager, Procurement Services and shall include all details regarding each transaction.



Appendix 'A'
StFX Surplus Material Disposal Form

Department Account: _____

Date _____

Requested by: _____

PLEASE FILL IN THE FOLLOWING INFORMATION, WITH AS MUCH DETAIL AS POSSIBLE.

Type of material/machine/equipment _____

Quantity for disposal: _____

Manufacturer's Name: _____

Model # _____ Serial # _____

(If more space is required please attach second sheet)

General Description and use of Equipment:(Motor Data, Voltage,Cycle, Phase, RPM; accessories, Spare Parts, etc.)

Was Equipment under warranty or Service Contract? Yes _____ No _____

If yes, Supplier Name: _____

General Condition: Poor _____ Fair _____ Good _____ Excellent _____

Any broken or missing parts? _____

Rough estimate of repair cost if worth repairing \$ _____



Reason for declaration as surplus

Empty rectangular box for text entry.

Present Location of Material: Bldg. _____ Room _____

How soon must material be removed? _____

Estimate Total Weight _____

Estimated market value \$ _____

Disposal Authorized by _____ Date _____
(Department Head or Grantee)

THE FOLLOWING INFORMATION SHOULD BE INCLUDED, IF AVAILABLE

Original Supplier: _____

Date of Purchase: _____ P.O. No. issued _____

Value at time of purchase: _____

Current depreciated value: _____

Lowest bid acceptable for sale: _____

Account number to be credited: _____

****PROCUREMENT SERVICES USE ONLY****

Recommendation: (Check one and add any additional information necessary)

Inter University transfer _____ Outright Sale _____
Scrap _____ Other _____

Detailed Reason:

Large shaded rectangular area for detailed reason text.

Manager, Procurement Services Approval: _____



Total Price \$ _____

Expense relating to disposal \$ _____ HST Applicable: \$ _____

Net Amount Recovered _____ ex. Tax

Account Credited _____