

<b>Number:</b>	ADM-119
<b>Title:</b>	Disposal of Surplus Assets
<b>Person responsible for enforcement:</b>	Vice-Rector, Administration
<b>Entered into force:</b>	February 28, 2018
<b>Approved:</b>	February 28, 2018 by the Board of Governors <i>This document replaces all previous regulations on this subject.</i>
<b>Exception:</b>	No exception to this regulation without prior written authorization from the Board of Governors

*In this document, the masculine form is used without prejudice and for conciseness purposes only.*

### 1. Objective

This regulation establishes guidelines and procedures for the proper disposal of surplus assets.

### 3. Regulation

Services and faculties are responsible for notifying Facilities Services of their wish to dispose of surplus assets, after having first obtained the approval of their respective director or dean.

Facilities Services is responsible for moving costs as well as storage until the date of disposal, as well as choosing the method of disposal.

The method of disposal of surplus assets can be among the following:

- a) offer them to other services and faculties;
- b) provide them to staff through a sale (after determining a fair sale price; if the good for sale is likely to interest more people, Facilities Services will proceed with a draw amongst the interested persons;
- c) sell them outside of the University;
- d) give or hand them to interested persons or groups who agree to pay the moving costs;
- e) send them for recycling.

Any income from a sale of surplus assets shall be paid to the general funds of the University.