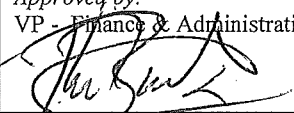




**DALHOUSIE UNIVERSITY**  
HALIFAX, NOVA SCOTIA  
CANADA  
B3H 4H6

<b>FINANCIAL POLICY AND PROCEDURES</b>	<i>Instruction Number:</i>
<i>Subject:</i> <b>PURCHASING POLICIES</b>	<i>Date Issued:</i> 1 March 1985
<i>Title:</i> DISPOSAL OF SURPLUS EQUIPMENT	<i>Date Revised:</i> March 1, 2013
<i>Issued by:</i> Director of Financial Services Assistant Vice President Financial Services	<i>Approved by:</i> VP - Finance & Administration 

**Policy:**

Surplus University equipment, supplies and materials (materials) will be disposed of through processes administered by the University's Procurement Department. Financial and sustainability benefits will be delivered through procedures that maximize the opportunity for reuse of items and minimize the amount of material that enters the waste stream.

**Details:**

1. It is the responsibility of Departmental Managers to approve the disposal of materials as they become surplus.
2. Surplus material shall be disposed of through processes as approved by the Director of Procurement, provided that any usable materials are first offered for sale and reuse to other Departments within the University.
3. Sale of surplus materials with an estimated value exceeding \$10,000 shall be approved by the Assistant Vice President Financial Services and in excess of \$50,000 by the Vice-President-Finance & Administration.
4. Net proceeds from the sale of surplus shall be credited to the appropriate Departmental account.
5. Disposal of surplus research equipment shall comply with the requirements of Research Service's policy on the Disposition of Research Equipment.
6. The procedures for the disposal of surplus materials and supplies are available on the Procurement Department web site.