



### ASSET Request for Write-off and Disposal

Write off requested by Department : \_\_\_\_\_ City/Location Code : \_\_\_\_\_

WRITE OFF REASON :  Obsolete  Surplus  Irreparable  Lost  Stolen  Physical Inventory

RECOMMENDED DISPOSAL :  Sale  Trade-in  Scrap  for Parts  Donate

Prior Approval by "Disposal Agent"

Proceeds: Sale \$ \_\_\_\_\_ Trade-in \$ \_\_\_\_\_

Write Off recommended by : Signature : \_\_\_\_\_ Date : \_\_\_\_\_  
Name (Print) : \_\_\_\_\_

Comments : \_\_\_\_\_

Write off approval by : Persons having formal delegated authority otherwise it represents recommendation only

I certify that the asset has been disposed of as recommended above.

I certify that all electronic data pertaining to CBC proprietary and/or confidential information, has been cleared/deleted from the asset.

Write Off Approval : Signature : \_\_\_\_\_ Date : \_\_\_\_\_  
Name (Print) : \_\_\_\_\_

Regional Comptroller : Signature : \_\_\_\_\_ Date : \_\_\_\_\_  
Name (Print) : \_\_\_\_\_

This section filled in by Requestor								
CBC Tag	Make	Model	Serial #	Description	S.A.P.#	Cost Center	Cost	Net Value

Signature : \_\_\_\_\_ Date : \_\_\_\_\_ Signature : \_\_\_\_\_ Date : \_\_\_\_\_  
Name (Print) : \_\_\_\_\_ Name (Print) : \_\_\_\_\_

Supplementary Approval if Net Book Value = \$50,000.- or more

Finance Approval

Send request & subsequent approvals to Capital Assets electronically \_\_\_\_\_

For Toronto Frank Riva Ext: 3031 with CC : Paul Grenier