



Procedures for Capital Assets: Surplus and Disposal

Parent Policy Link:	<i>Capital Asset Surplus and Disposal Policy</i>		
Procedure Reference	ASDPR_2504N_SPN/VPC		
Procedure Sponsor:	CFO & Vice President, Corporate Services		
Procedure Contact:	Director, Financial Services		
Applies to:	Employees		
Approved by:	CFO & Vice President, Corporate Services		
Effective Date:	July 30, 2025		
Last reviewed:	April 2025	Scheduled review date:	April 2030

1. Purpose

The Procedures for Capital Assets Surplus and Disposal outline the processes required for the Disposal of Capital Assets that no longer meet the needs of a Department or Okanagan College (“the College”) under its Capital Asset Surplus and Disposal Policy. The Procedures ensure that the College’s Capital Assets are disposed of in consideration of fair market value, Conflict of Interest and allocation of proceeds from the sale of the Capital Asset(s).

2. Scope and Application

The Procedures for Capital Asset Surplus and Disposal apply to the Disposal of all College Capital Assets regardless of their condition, value and source of funding, unless otherwise specified in an agreement. Capital Assets include but are not limited to Cultural Items, equipment, furniture, fixtures, machinery, materials, technology equipment, supplies and vehicles.

3. Capital Asset Disposals

- 3.1 The Capital Asset Disposal process consists of the following:
- The Valuation of Capital Assets
 - Requests to Dispose of Capital Assets
 - Review and Disposal of Capital Assets
 - Department-specific Responsibilities for Capital Asset Disposals
 - Records Management and Reporting

Valuation of Capital Assets

- 3.2 Departments that identify potential Surplus or Obsolete Capital Assets are required to complete the Request for Disposal process which includes an initial valuation of the Capital Assets.

- 3.3 Departments will provide the estimated value of the Capital Asset and supplementary information such as copies of invoice(s) and photos that reflect the Capital Asset's current condition (including serial numbers, damage, etc.). The valuation will be reviewed by Financial Services as required to ensure accurate reporting on the College's Financial Statements.

Requests to Dispose of Capital Assets

- 3.4 Departments may consult with other College Departments to determine if their Surplus Capital Asset can be re-used. If another Department can use the Capital Asset, it may be transferred internally without documentation. Upon completion of the internal Capital Asset transfer, both Departments are responsible for updating their records in the Central Asset Register. Departments must follow these procedures for all other Surplus Capital Assets not re-used by another Department.
- 3.5 Requests for Disposal will be made through the *Etrieve Capital Asset Disposal Form*. The Request for Disposal process must be completed prior to submitting any work order to Campus Planning and Facilities Management or IT Services to assist with the Disposal or redeployment of the Capital Asset.
- 3.6 If Surplus or Obsolete Capital Assets identified for Disposal were originally donated to the College or the OC Foundation, consultation is required with the relevant Department's Director or Dean or the OC Foundation as applicable. Donated Surplus or Obsolete Capital Assets may require donor consultations prior to initiating a Request for Disposal.
- 3.7 Any Department that intends to propose an alternative Asset Disposal partner or method, such as the sale of the Capital Asset through open auction or direct sale, etc. must include a proposal in their Request for Disposal detailing the rationale for the alternate partner or method which should be endorsed by the appropriate Vice President(s).

Review and Disposal of Capital Assets

- 3.8 Procurement Services' review and approval is required prior to the Disposal of all College Capital Assets.
- 3.9 Upon receiving a Request for Disposal, Procurement Services will confirm the Net Book Value with the Financial Services Capital Asset Team. Capital Assets may be valued based on their financial value, assuming a five-year useful life or an external valuation can be sought for those assets believed to have a higher/lower market value.
- 3.10 Procurement Services will review the Request for Disposal and, in consultation with Campus Planning & Facilities Management and IT Services, make a recommendation to the Department regarding the Capital Asset's proposed method for Disposal.
- 3.11 After Disposal, Procurement Services will request that the Capital Asset Team remove the Capital Asset from the College's Financial Statements except where a Capital Asset is redeployed.

Capital Assets not Considered for Redeployment

- 3.12 Capital Assets not considered for redeployment, that have **remaining use and value** should be sold at fair market value on an "as-is-where-is" basis. For the sale of Capital Assets, Procurement Services will:
- a) Work with the Department that made the Request for Disposal to identify a Disposal partner, and coordinate with the selected Disposal partner to arrange the sale and transfer of the Capital Asset.
 - b) Record Capital Asset(s) sales on a Capital Asset Sales Receipt.

- c) Provide a copy of the Capital Asset Sale Receipt to the Capital Asset Team to record the sale on the College's Financial Statements.
 - d) Recommend the donation of Capital Assets not able to be sold successfully through the redeployment process in accordance with section 3.14.
- 3.13 Capital Assets not considered for redeployment, that have **minimal useful life and/or value**, may be donated on an "as-is-where-is" basis to other Educational Institutions or charitable organizations. For donated Capital Assets, Procurement Services will:
- a) Work with the Department who made the Request for Disposal to facilitate the donation of the Capital Asset.
 - b) Record the donation on a Capital Asset Donation Receipt.
- 3.14 Capital Assets that are **no longer of any value** may be determined to be Obsolete and recommended for removal from service. Procurement Services will work with the Department that made the Request for Disposal to requisition external Disposal services where required to dispose of the Capital Asset or advise the Department to work with Campus Planning and Facilities Management and IT Services as necessary to dispose of the Capital Asset.

4. Responsibilities

Departments

- 4.1 Comply with the Capital Asset Surplus and Disposal Policy and related procedures when disposing of Capital Assets. This includes Departments such as IT Services and Campus Planning & Facilities Management who may also be responsible for storing or receiving Departments' Capital Assets through other means.
- 4.2 Initiate the Request for Disposal process and obtains approval from Procurement Services prior to all Capital Asset Disposals.
- 4.3 Coordinate with IT Services to ensure that any electronic data has been deleted from technology-related Capital Assets before deeming it Surplus or Obsolete, particularly as it pertains to removal of personal, confidential, or sensitive information.
- 4.4 Coordinate with Campus Planning & Facilities Management, the transfer of disposed or redeployed Capital Assets where applicable.
- 4.5 Request a budget variance to recover any costs incurred to sell the Capital Asset, where applicable.
- 4.6 Coordinate the return of all furniture to Campus Planning and Facilities Management, regardless of condition or original funding source.
- 4.7 Report lost, stolen or damaged Capital Assets to the Security Department and Financial Services, and to IT Security where the Capital Asset may contain personal or confidential data.
- 4.8 Safeguard Capital Assets approved for Disposal until removal from the College's Central Asset Register and financial records.

Financial Services

- 4.9 Oversees implementation of, and compliance with the Capital Asset Surplus and Disposal Policy.
- 4.10 Reviews the valuation of Capital Assets conducted by Departments to support accurate reporting on the College's Financial Statements-
- 4.11 Determines and communicates the Net Book Value of Capital Assets to Procurement Services.

- 4.12 Reviews and records any costs incurred to repurpose the Capital Asset, and will process any associated transactions in the College's financial systems and statements.

Procurement Services

- 4.13 Responsible for the Disposal of all Capital Assets after deeming them Surplus or Obsolete.
4.14 Ensures the College has been released of any liability resulting from the final Disposal of Capital Assets.

IT Services

- 4.15 Identifies technology-related equipment for Disposal, removes asset tags and updates records in the College's Central Asset Register after an Asset Disposal decision has been made.
4.16 Manages and determines the redeployment of technology-related Capital Assets if they are suitable for reallocation and/or are in demand. Technology-related Capital Assets that cannot be redeployed to another Department will be disposed of externally in accordance with the Capital Asset Surplus and Disposal Policy and Procedures.
4.17 Inspects technology-related Capital Assets and supports the removal of any electronic information prior to Disposal or redeployment.
4.18 Obtains and retains a Certificate of Destruction, as applicable, from third-party service providers.
4.19 When a technology-related Capital Asset is reported as lost, stolen, or damaged, supports Departments in preventing unauthorized disclosures as per section 9.1 of the *Standard for Securing computing and mobile storage* devices.

Campus Planning and Facilities Management

- 4.20 Determines if furniture-related Capital Assets are suitable for reallocation and/or are in demand. Furniture-related Capital Assets that cannot be redeployed to another Department will be disposed of externally in accordance with the Capital Asset Surplus and Disposal Policy and Procedures.
4.21 Coordinates transport and delivery for larger or higher risk Capital Assets and determines whether professional movers, additional insurance, and Worker's Compensation insurance is required.

5. Records Management and Reporting

- 5.1 Departments will keep records of Capital Assets in their possession and their Disposal status using the College's Central Asset Register. Following an Asset Disposal decision or after a Capital Asset's Disposal, the Department will update the Capital Asset's status in the College's Central Asset Register.
5.2 Financial Services will remove any Disposed Capital Asset from College financial records and systems, and will keep records related to Capital Asset Disposals as per College policies and related legislation.

6. Related Acts and Regulations

Financial Administration Act
Freedom of Information and Protection of Privacy Act

7. Supporting References, Policies, Procedures, Standards and Forms

Procurement Policy

Procedures for Procurement Policy

Code of Conduct

Privacy Policy

Capital Asset Management Framework Guidelines & Capital Project Checklist

Standard for Security Classification of College Information

Standard for Securing computing and mobile storage devices

History / Revisions

Date	Action
2025-04-30	Approval by CFO & Vice President Corporate Services: <i>Procedures for Capital Assets: Surplus & Disposal (ASDPR_2504N_SPN/VPC)</i>