Administrative Manual July 2003

MATERIALS MANAGEMENT

Policies and Procedures

Last Update: January 26, 2011

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AUTHORITY	RESPONSIBILITY	EFFECTIVE DATE	KEYWORDS
Executive Director	Manager	2003 02 28	Purchasing
			Postal Service
Financial Services	Materials Management		Shipping/Receiving
			Customs

Policies and Procedures

Last Update: January 26, 2011

1. INTRODUCTION

This manual is an assembly of existing policies and procedures, as well as guidelines used by the Purchasing Management Association of Canada. The policies were developed to accomplish the procurement process for the University; to establish guidelines which all University departments (including all University budget account authorities) must adhere to for the acquisition of goods and services; and to outline the role, responsibility and commitment of the Materials Management Department in assisting University faculties and departments to acquire value-added, appropriate, institutional quality goods and services that meet immediate and long-term needs for the best overall value with minimum impact on the environment.

2. ORGANIZATION AND OBJECTIVES

2.1 Authority for Procurement

Materials Management reports to the Executive Director, Financial Services and is responsible for the procurement of goods and services from all sources of University revenue including but not limited to general operating funds, research funds, capital funds and other monies held in trust for special purposes. A list of other exceptions can be found at: Exceptions to Requisitions

Exclusions to 2.1 are:

- Utilities (electricity, gas, water, etc.)
- Investment Services
- Personnel Services (benefits, wage, and salary administration)
- Library book acquisitions
- Bookstore retail activities
- Contracts for construction, alterations and renovations that is required to be handled through Physical Plant for University facilities
- Legal and accounting services
- Banking

2.2 Responsibility and Objectives

The function of Materials Management is the organization and administration of centralized procurement services for all departments of the University. In providing these services in accordance with sound business practices the office seeks to realize the maximum value for every dollar expended for the University.

To achieve this goal, Materials Management has been charged with the responsibility for the following:

- To secure competitive bids when possible to obtain maximum value from the expenditures of University funds.
- To provide a liaison with vendors who service the University.
- To coordinate the procurement of goods and services for the academic, administrative, and research departments of the University.
- To develop sources of supply to assure that the University departments have an adequate number of vendors from which
to obtain supplies, equipment, and services.

2.3 Authorized Purchases

All purchases, irrespective of the sources of funding, will be governed by the policies outlined in the manual.

Our basic policy is to obtain all supplies, equipment, and services at the lowest cost to the University consistent with quantity, quality, and availability of the items at the time of purchase. In conforming to this policy, the cost of the purchase and the delivery time required by the user department will be considered. Competitive bids will be solicited whenever practicable.

No person is authorized to obligate the University without encumbering, in advance, sufficient funds to meet the purchase obligation.

2.4 Gifts and Gratuities

It is the policy of the Materials Management Department as well as other related personnel of the University to decline personal gifts or gratuities in connection with the procurement function. Materials Management staff may not accept personal gifts or gratuities from any current or potential supplier of goods or services to the University other than allowed by Employee Ethical Conduct Policy.

2.5 Conflict of Interest

The University as a general rule does not enter into purchasing contracts with students, faculty and staff, or members of their immediate families. Acquisition from a business in which an employee has an interest is prohibited unless full disclosure of the background facts is presented in writing to the Materials Management Office. Interest is deemed present if the employee and/or his or her immediate family maintain assets or ownership in a business with which the University does business. Information on the U of L Conflict of Interest Policy can be found here: http://www.uleth.ca/policymanual/policyview?id=314

3. EXPENDITURE OF FUNDS

3.1 Fund Sources

All accounts administered by the University, including general operating, sponsored research, special purpose and endowment, ancillary operations, and capital funds, are to be handled in accordance with the University of Lethbridge Policies and Procedures. Although departments are allocated funds in their budgets for a given period, this allocation is only an authority to requisition, not to purchase.

3.2 Account Numbers

Each department and researcher is assigned an account number or numbers by Financial Services. All requisitions must carry the complete FOAPAL of the account to be charged.

3.3 Requisition to Purchase

Only persons listed as signing authorities with Financial Services shall have authority to issue requisitions. For proper control, it is recommended that the purchasing function (including issuing requisitions and approving invoices) reside with one or two people within a department. The prompt processing of all work, however, remains the responsibility of the department chairperson or office director.

All requests for outside purchases are to be processed through the Materials Management office on an On-line Requisition available through the Bridge.

Departments submitting the requisition are requested to provide the following:

- Account number – complete FOAPAL to be charged
- Department name
- Date required – Enter a realistic specific date; do not use RUSH or ASAP

- Complete description of the material or service required
- Where possible, furnish suggested sources of supply, giving the name, web address if available, and phone/fax number of each vendor
- On-line approvals of the person(s) responsible for the fund source
- Occasionally, goods will be shipped F.O.B. Origin (Freight on Board Origin). This means that the **buyer** owns the goods in transit and must pay freight and insurance charges. The department (the buyer) must indicate whether it will assume the risk of loss and rely on the University of Lethbridge Self-Insurance Program, subject to a $2,500 deductible View the Insurance & Risk Management web site at: http://home.uleth.ca/ins/self.html

Materials Management is unaware of any requisition generated until it has reached final online approval. All back-up documentation must be forwarded to the buyer designated on the requisition document.

3.4 Exceptions to Requisitions

Requisitions are required for every expenditure with the following exceptions:

- Travel related items
  - Travel expense claims
  - Conference registration fees
  - Workshop registration fees
  - Airfare

- Personal reimbursements
  - These are claimed on an expense claim, professional supplement claim or petty cash remittance form

- Personnel services
  - Benefits, wage and salary administration

- Items costing less than $1000.00 (Exceptions: Cell phones)

- Legal fees

- Bookstore retail activities

- Library book acquisitions

- Contracts for construction,

  - Alterations or renovations are processed through Physical Plant for University facilities

- Utilities

  - i.e. Property taxes, Direct Energy, City of Lethbridge utilities

- Telus – (Exceptions: Cell phones)

- Contract stationary purchases

- Memberships for Professional Associations

3.5 Procurement Card

Although the Materials Management Department is available for assistance in the procurement of all goods and services, those valued at a tax-included price of $1,000 or less may be initiated and completed by authorized individuals at the department level. To accomplish this task a University procurement card is available to departments through Materials Management that allows purchases to be made by telephone, fax or in person without requiring a purchase order.
All faculty and staff who are procurement cardholders shall utilize all University wide contracts negotiated by Materials Management that fall under the transaction limits for the procurement card program. The procedures governing the use of the
University procurement card forms an integral part of this policy and can be found at:
http://www.uleth.ca/fin-mm/Documents/policies/PCARD%20POLICY.pdf

3.6 Petty Cash

Petty Cash transactions initiated by a department do not require prior approval of the Materials Management office. Departments are encouraged to establish an adequate petty cash fund for emergency purchases and to purchase low cost items that can be purchased locally (items totaling less than $25.00 in value).

3.7 Pre-paid Orders

Pre-Payment is not recommended for any order**.** However, in some cases suppliers may require some form of payment in advance of shipping goods. If a supplier requests pre-payment the following procedure should be followed:

1 Request to ship on Net 30 day terms. If no account is established the Materials Management department can supply the appropriate banking and credit reference information to the vendor.

2 If the vendor still requests full payment prior to shipping then negotiate some form of progress payment such as 15%-20% upfront,
40%-60% upon completion and the balance in 30 days to allow for inspection of goods when received.

3 If the vendor still requests full payment prior to shipping, and depending on the dollar value, then an irrevocable standby letter of credit should be obtained along with credit references from the company's bank satisfactory to the Director of Financial Services.

4 If the vendor will not cooperate with any of the above requests then Risk Management should be notified and they can then recommend the next course of action.

3.8 Invoice Approval

Invoices in excess of $25,000 issued against a University Purchase order must be approved for payment by the user department. The user department will be contacted via e-mail for payment authorization when Accounts Payable is ready to process the invoice.

Since the credit standing of the University depends on fulfilling its obligations on time, departments should arrange for alternate signatory power in the event that staff absences would delay the appropriate approval.

In the event that a department feels a vendor has not successfully met the terms and conditions of the purchase order and consequently does not feel payment should be made should notify, (in writing and with as much detail as possible), Materials Management.

4. THE PURCHASE ORDER

4.1 Purchase Order

A purchase order is prepared from an online requisition by the Materials Management Department and copies are sent to the vendor and appropriate departments. Only the Materials Management Department is to assign a Purchase Order to a requisition; a requisition is **not** authority to purchase on behalf of the University.

The various type of Purchase Orders used in the procurement function are as follows: Regular Order; Confirming Order; Estimated Order: Estimated Confirming Order; Standing Order; Estimated Standing Order; Change Order.

4.2 Transit Insurance

Most commonly, the cost of freight and transit insurance is negotiated into the purchase price of a good. In such a case, the good is considered to be "F.O.B. Destination" (Freight on Board Destination). This means that the **supplier** owns the good until it arrives at the U of L and is responsible for freight and insurance costs.

There are occasions, however, where the purchase price of a good is negotiated as F.O.B. Origin (Freight on Board Origin). This means that the **buyer** (the department) owns the good in transit and must pay freight and insurance changes. In this case, it is important that the buyer understand the following:

- The U of L's Self-Insurance Program http://home.uleth.ca/ins/self.html provides transit insurance coverage for all goods, but recovery for a loss is subject to a deductible of $2,500.

- If the department does not wish to assume the risk of losses below the Self-Insurance Program deductible amount, it should purchase transit insurance (up to the value of the good or $2,500, whichever is less). In the event of a large transit loss, the transit insurance will

cover the first $2,500 and the U of L's Self-Insurance Program will cover the remainder of the loss.

4.3 Cancellation or Modification of Order

Requests for cancellation or modification of purchase orders including an increase or decrease in the dollar amount of the order should be submitted to the Materials Management Office in writing by an officially designated individual, stating the reason for the change and referring to the purchase order number and vendor name. If required, official notification to the vendor will be sent via a University Change Order.

4.4 Damages, Shortages, Overages or Errors

In cases of damage, shortage or overage of a shipment, a written report should be submitted immediately to the Materials Management office, including the following details:

- Purchase order number
- Purchase order date
- Vendor
- Extent of damage or shortage. Government regulations require the University to notify the carrier within 48 hours and file claims within a specific number of days. Failure to comply with these regulations could result in a rejection of the claim.
- Transit insurance arrangements made at time of requisition.

4.5 Returns for Credit

When a vendor has shipped items as specified on a purchase order, they have legally complied with their part of the contract and are under no obligation to accept for credit any of those items delivered as specified. Acceptance of a return by the vendor is by no means automatic, and a restocking charge may be incurred. This charge will be assessed to the requisitioning department.

Requests for permission to return supplies or equipment to the vendor for adjustment or credit must be cleared through the Materials Management office. Credit memos received by a department should be forwarded to the Materials Management office. Returns or adjustments that affect the encumbered amount of the purchase order should be processed through the Materials Management office via a change order notice.

5. SUPPLIER SELECTION AND QUOTATION

5.1 Interviewing Sales Representatives

Various company sales representatives are interviewed by Materials Management personnel and are often referred to specific user departments. University personnel desiring to contact representatives should contact Materials Management for assistance when required. All sales representatives are requested to stop at the Materials Management office before contacting user departments.

5.2 Vendor Selection

The Materials Management Department strives to provide an efficient and streamlined process that meets the needs of the University's various departments while simultaneously promoting free and open competition for all interested and qualified vendors. The Materials Management department is responsible for ensuring that the University lives up to its obligations, both in spirit and in law, with all vendors with whom it conducts and maintains business relationships, and to insure the University's purchasing practices are conducted according to acceptable business practices and government regulations.

5.3 Sole Source

A sole source purchase is one wherein an item that is needed can only be purchased from a single source. This situation makes it impossible to obtain competitive bids.

We may require documentation from the requisitioning department to justify why the technical characteristics inherent in the item make it essential to the project that it should be purchased in preference to another brand of lower cost and similar capabilities.

Final responsibility in determining whether an item is a proprietary item which may be purchased from a sole source rests with the Materials Management office.

5.4 Vendor Qualifications

Vendors doing business with the University for the first time are carefully evaluated as to how they will perform. The UofL normally does not pre pay for construction or large equipment.

If there is a pre-payment for a larger piece of equipment then insurance can be purchased to minimize the risk.

It is a requirement for all construction companies to have appropriate bonding in place to minimize the risk of a vendor's financial situation for projects of value greater than $100,000.00.

5.5 Requests for Bids or Quotations

Competitive bids or quotations are solicited by the Materials Management Department in accordance with the Agreement on Internal Trade and the guidelines listed below. All quotations received by the requisitioning department should accompany the requisition. The Materials Management office will evaluate the transaction and decide how to proceed.

Decision to Tender or Obtain Quotes

The main determinate in deciding whether to tender a request or to simply obtain quotes is not only a matter of value but also depends upon how complicated the purchase is. Generally, however, the total dollar value is the deciding factor. The following amounts are to be used as a guideline for this purpose:

$0 - 4999	Discretion of the department requisitioning the goods/services or Materials Management. For items of a capital nature of a value in excess of $1000 it is recommended to obtain at least three (3) quotations if known vendors exist.
$5000 - 14,999	For Goods and Services at least three (3) written quotations should be obtained if known vendors exist. For Construction Projects discretion is left to Facilities to obtain competitive quotes for purchases less than $14,999.
$15,000 – 24,999	A formal tender is recommended to be sent to at least three qualified bidders. Department should attempt to receive at least three (3) written quotations if known vendors exist.
$25,000 - 74,999	For Goods and Services a formal tender (Request For Quotation [RFQ] or Request For Proposal [RFP]) should be sent to at least three or more qualified bidders if known vendors exist or the purchase may be posted on an approved medium.

$75,000 – 99,000	For Goods and Services a formal tender (RFQ/RFP) must be posted on the Alberta Purchasing Connection or through an approved Alberta / British Columbia Trade Investment and Labour Mobility Agreement (TILMA) medium.
$100,000+	For Goods and Services a formal tender (RFQ/RFP) must be posted nationally through an approved Agreement on Internal Trade (AIT) medium (Annex 502.4 MASH Annex) medium (i.e. Alberta Purchasing Connection or CoolNet).
$200,000 – 249,999	For all Construction Projects a formal tender (RFQ / RFP) must be posted through an approved Alberta / British Columbia TILMA medium (i.e. Alberta Purchasing Connection or CoolNet).
$250,000+	For All Construction Projects a formal tender (RFQ/RFP) must be posted nationally through an approved AIT medium (i.e. Alberta Purchasing Connection or CoolNet).

Upon evaluation of quotations (that is quality, price delivery, suitability of product, service, environmental issues, and payment terms) the award of purchase will normally be made to the lowest qualified bidder. In consultation with the requisitioning department Materials Management office may recommend and select a supplier other than the lowest bidder if it represents optimum value.

Where appropriate from which savings and efficiencies are profited, the Materials Management Department will develop University–wide contracts for common equipment, supplies, and services. If practical; equivalent sources of supply will be provided.

5.6 Errors in Bids or Quotations

Vendors are responsible for the accuracy of their quoted prices. In the event of a discrepancy between a unit price and its extension, the unit price will govern. Quotations may be amended or withdrawn by the bidder up to the bid opening date and time. After that time in the event of an error bids may not be amended unless Materials Management considers the change to be in the University's best interest.

5.7 Late Quotations

It is the vendor's responsibility to ensure that their quotations are received by the Materials Management office no later than the appointed hour of the closing of the competition as specified in the request. Late quotations will not be considered and will not be opened.

5.8 Confidentiality of Quotations

Price quotations are given to the University in confidence and shall not be revealed to any other vendor or unauthorized person unless notification has been given in writing (i.e. Public Opening Tenders).

5.9 Grant Application Quotations (Procedures for Obtaining Equipment Quotes)

The departments of Research Services and Materials Management would like to remind you of the procedures for obtaining equipment quotes.

To comply with the Tri-Council Memorandum of Understanding and University Policy, all research grant/contract applications, which include equipment purchases greater than $1000, will require a formal quote before submission. The team in Materials Management can take care of the quote process for you. They can negotiate the best terms for a purchase including freight costs, insurance risk, discounts, and payment terms. Imported items are subject to stringent regulations and may require NAFTA certificates or other documentation. Materials Management can navigate the maze of paperwork for you so you can spend more time writing your grant application rather than hunting down quotes.

Obtaining formal quotes at the application stage will expedite how quickly equipment is obtained once the grant is awarded. This means we can get your equipment to you sooner and your research programs up and running in a more timely fashion.

Please ensure that you submit your requests to Materials Management at least ten days before the deadline for your grant/contract application.

Multimedia/Computer equipment queries for quotes – direct to Laurie Martin, laurie.martin@uleth.ca, phone: 329-2414.

Scientific Equipment queries for quotes – direct to Jen Seabrook, jen.seabrook@uleth.ca phone: 329-2413.

If the end user cannot reach either of these two individuals please contact Daryl Schacher, daryl.schacher@uleth.ca, phone: 329-2415.

If the purchase of new equipment involves renovations, new space requirements, or any other restrictions (such as Laboratory Equipment) please contact John Claassen, john.claassen@uleth.ca, phone 329-2592.

- **Grant and contract applications that do not have the**

appropriate quotes will not be signed or submitted.

5.10 Demonstration or Sample Material

University employees wishing to see samples or have equipment demonstrated should contact Materials Management for assistance.

University personnel who find the need to contact sales representatives directly are reminded to advise the prospective vendor that a purchase order will be issued by Materials Management should a procurement decision be made.

Vendors are to provide their own insurance coverage for any material left at the University.

5.11 Insurance

Prior to the commencement of any work or services for the University, evidence of appropriate insurance coverage must be submitted by the vendor to Materials Management.

5.12 Leases

All forms of lease, lease purchase or rental agreements for the procurement of material or services must be signed on behalf of the University by the Materials Management Manager.

Regardless of the time period involved in these agreements a formal University purchase order will be issued. The user department should indicate whether it is a new or renewal agreement. When possible a copy of the proposed lease agreement should accompany the requisition.

Prior to accepting a lease agreement as submitted by the requisitioning department the Materials Management Office may solicit competitive lease rates. Whether the goods should be leased or purchased should also be analyzed.

A final and important consideration that will be made in determining Lease versus Purchase is the availability of funds. Does the requisitioning department have sufficient budget funds or in the event of Grant Funds does the source of funding provide for this type of expenditure?

5.13 Sales Agreements

It is in the best interest of the University to refrain from signing vendor sales agreements

If a vendor requires their document to be signed, the Materials Management Manager will sign on behalf of the University only after a properly executed requisition is received. A copy of the agreement will be retained in the Materials Management office file.

5.14 Service Agreements

Certain items on equipment are covered by service contracts in order to assure continuing efficient operation. Forms required by service companies are to be signed on behalf of the University by the Materials Management Manager and forwarded to the company with a purchase order.

6. SPECIAL PROCUREMENT POLICIES

6.1 Advertisements

Departments are requested to forward all requisitions related to University advertisements to the Office of Communications and Public Relations for approval. They will in turn contact Materials Management for release of purchase order numbers.

6.2 Alcohol

All alcohol purchased for laboratory use requires strict usage control. It is the responsibility of the user department to keep an accurate record of quantities purchased and used. These records are to be made available for inspection to Canada Customs & Revenue Agency (CCRA).
http://www.ccra-adrc.gc.ca/E/pub/em/edm3-1-4/edm3-1-4-e.pdf

6.3 Alcoholic Beverages

Applications for liquor related events covered under the University liquor licenses are to be submitted seven days in advance of the function to Food Services. Applications for other liquor related events not covered under the University liquor licenses are to be submitted three weeks in advance to Insurance and Risk Management
http://www.uleth.ca/ins/Documents/alcohol.pdf

6.4 Alterations

Requests for building alterations or renovations should be submitted in writing to the Physical Plant Office.

6.5 Animals

Departments wishing to use live animals for teaching or research purposes are expected to follow the guidelines to The Care and Use of Experimental Animals (Vol 1), issued by the “Canadian Council On Animal Care”.

6.6 Bio-hazardous Materials

Departments wishing to utilize bio-hazardous substances for use in teaching or research are to have them approved prior to ordering by the campus Bio-safety Committee. Special import permits may have to be obtained prior to ordering some types of material. Please contact Materials Management to make arrangements.

6.7 Bookstore

Purchases that are chargeable to departmental budgets may be made directly to the Bookstore.

6.8 Customs Services

The Materials Management department provides customs brokerage services for some University goods. This service includes clearing incoming shipments as well as preparing the proper documentation for exporting goods for return or repair. Thompson Ahern & Co. Ltd. Customs Brokers clear all shipments. Contact Materials Management for more details.

Departments should contact Materials Management if they have questions pertaining to duty and taxes applicable to proposed purchases or questions regarding exports to foreign countries.

Personal shipments must be addressed to an individual's home and not the University or c/o the University. Failure by an individual to complete the required paperwork for a personal shipment sent to the University could result in future University orders being delayed by Canada Customs.

6.9 Emergency Orders

Emergency orders should be kept to a minimum. Failure to anticipate a need is not, of itself, considered a bona fide emergency.

To initiate an emergency order a user department must submit a properly authorized On-line requisition through the Bridge for processing.

6.10 Narcotics

Departments using narcotics and other controlled drugs are required to keep an accurate record of quantities purchased and used.

6.11 Personal Orders

The Materials Management office will not issue purchase orders for personal purchases. Materials Management staff may suggest possible sources that may offer a discount. Vendors are under no obligation to offer discounts to individuals and do so with the understanding that their offer places the University under no obligation to do business with them except within strict business practices.

6.12 Printing

Departments requiring printing or duplicating services are requested to contact Printing Services directly. Printing and duplicating requests are to be completed on a Printing Services Requisition.

6.13 Professional Supplement

Professional supplement expenditures are to be initially made by an individual and the receipts submitted to Financial Services for reimbursement.

Exceptions to this are for the purchase of computing equipment. Requisitions for the purchase of computing equipment must be forwarded to Financial Services for approval, before an order will be placed by Materials Management.

Information regarding Professional Supplement policy can be found at: http://www.uleth.ca/fsr/Documents/proffessional_supplement.pdf

6.14 Public Relations

The Materials Management office will not process requisitions for expenditures against a public relations (food and refreshments) account. Expenditure receipts should be directed to Financial Services.

6.15 Radioactive Material

Requisitions for radioactive material should be so designated and sent to the Radiation Safety Committee for approval before forwarding to Materials Management.

Requisitions will be processed only after receiving approval of the Radiation Safety Committee. For more information please click on the following link:
http://www.uleth.ca/hum/ohs/Documents/radiation.html

6.16 Freight Services

Requests for freight shipping services should be directed to Shipping and Receiving. Please call Mike Kern at 329-2615 or e-mail kerm0@uleth.ca

Anyone requesting Freight Shipping Services must fill out the following form with as much detail as possible
http://www.uleth.ca/fin-mm/Documents/Forms/formShipping.pdf

**Please note that freight and mail services are limited to University related business only. Using University resources for personal shipments is not
an efficient use of Materials Management and can put the University at risk.

6.17 Cellular Telephone

Any department wishing to have cellular telephone service for any employee of the University must issue a Departmental Requisition to Materials Management with the name of the individual responsible for the cellular telephone.

All cellular telephones will be set up with Bell Mobility or the cellular service carrier to be determined by a Request for Proposal (RFP). These RFP's may be issued every two years to allow the University to keep up with changes in technology. Requests for cellular carriers other than the one chosen by an RFP will be handled on an as required basis and if justification is supplied to Materials Management.

All cellular handsets will be the standard equipment specified in the RFP unless otherwise requested by the department. Special handsets requested may be subject to extra costs.

All monthly, access and long distance charges will be the responsibility of the department and each department will ensure that adequate funds have been encumbered to cover all costs along with the FOAPAL to be used.

Cellular telephones issued by departments are to be used for conducting business under normal circumstances for the University and are not to be used for personal calls unless approved by the department.

Any employee or faculty member wishing to acquire cellular telephone service for personal use under the buying power of the University may do so with the understanding that the University is not responsible in any way for any charges or service problems as stated in the Financial Services Purchasing Policy and Procedure Manual.

6.18 Small Orders

The goal of the University is to increase the dollar value and decrease the frequency of placing small orders through better planning and consolidation. Your cooperation in reducing small orders will help reduce the related administrative work and costs to the University.

6.19 Procurement Card

It is University policy to use Purchasing Charge Cards for departmental procurement and payment of goods and services (within the guidelines of the current Purchasing Policy Procedure Manual) where it is efficient, economical, and operationally feasible to do so.

See the guidelines by following this link:
http://www.uleth.ca/fin-mm/Documents/policies/chargecard.htm

6.20 Surplus Equipment and Materials Disposal

Capital equipment which is worn out, obsolete or no longer required by a department is to be declared as surplus on a Surplus Declaration Form. For information on the University Surplus Equipment Policy follow the link: http://www.uleth.ca/fin-mm/Services/surplus.htm

When an item becomes surplus to a departments requirements the department must complete an "Equipment and Furnishings Declaration" form available through Materials Management. When completing the Equipment and Furnishings Declaration form please make sure the following is completed:

- Bar Code number (if Available). Use the serial number if the Bar Code is not available
- Description
- Reason for Disposal
- Value of Item (if available)
- Detailed condition
- Any additional information that would assist in the proper disposal of the item(s).

Trade-ins are to be handled as above and a copy of the paperwork must be attached to the purchase requisition of the item it is being traded against.

Please note on all computers slated for transfer or disposal the hard drive should have all information removed.

The declaration form should be forwarded to the authority concerned for approval, and then forwarded to Financial Services. The approved Declaration form will be authorization for the removal of the item to the appropriate storage area.

Periodically, usable surplus equipment may be listed on the Notice Board for circulation to University departments.

Surplus equipment or material not circulated on campus shall be disposed of by any of the following methods as determined by the Materials Management department:

- Sale through Notice Board advertisement
- Sale through a local licensed auction firm
- Donation to other public institutions
- Recycle or Dispose of items that have no saleable or usable value

If there are any questions regarding the disposal of surplus equipment or materials, please contact Materials Management at 329-2411 or mail to:eastman@uleth.ca.