



TITLE: **ASSET DISPOSAL**
(Relates to EL 5: Asset Protection)

EFFECTIVE DATE: March 1, 2003
REVISED DATE: January 5, 2004

PRACTICE:

A department or individual that is disposing (selling, trading in, obsolescence, donating or items that have been stolen) of Red Deer College assets must do so in a manner which considers financial return, re-use and proper authorization.

For purposes of this standard practice, an asset would be defined as one that has an RDC Identification Number on it. If you are unsure, please contact the Finance Department.

PROCEDURE:

1. An Asset Disposal Form must be completed.
2. A Senior Administration member must approve the Asset Disposal.
3. Completed requests are to be submitted two weeks in advance.

ACCOUNTABILITY: Vice President of College Services

RESPONSIBILITY: Director of Facilities
Consultation For Review: Director of Facilities, Director of Finance
Senior Administration Members

Practice Review Date: January 1, 2005
Associated Standard Practice: