

Title of Policy	Asset Disposal
Policy Number	5.1.1
Category	5 - Financial Legal
Approval Body	College Policy Committee
Policy Sponsor	Vice President, Finance & Corporate Services
Operational Lead	Controller
Approval/Effective Date	January 2024
Proposed Date of Review	January 2029

CONTEXT AND PURPOSE

The College of the Rockies (the “College”) has a capital asset tracking system that is used to keep an updated record of all College capital assets. Maintaining an accurate account of assets, and therefore managing the appropriate disposal of capital assets, is required by Public Sector Accounting Principles. This policy outlines the requirements for appropriate disposal of assets.

SCOPE

This policy applies to all College capital assets (as described in Policy 3.2.4 Capital Assets).

DEFINITIONS

Capital Asset Disposal Form: Form completed when an asset is disposed of that instructs Finance how to record transaction in the system.

Government of BC Asset Investment Recovery: The branch responsible for the disposal of surplus assets for the Government of British Columbia.

Scrap: Obsolete assets that are to be disposed of as garbage. These items need to be removed from the financial records.

POLICY STATEMENTS

A. An item is deemed to have been disposed of when:

- Sold by public tender
- Sent to be sold by the Government of BC Asset Investment Recovery Branch
- Traded into vendor for replacement asset
- Disposed of as scrap
- Lost
- Stolen

- B. If the asset to be disposed of is still of value, the appropriate department must contact all department/campus managers to see if there is interest in transferring the item(s) to their department/campus. If more than one department/campus expresses interest, the Controller will determine its best use.
- C. The disposal of Capital assets must be managed in a fair and equitable manner, in the best interest of the College. If there is no internal interest in an asset of value, disposal can be facilitated through public tender or sold through the Government of BC Asset Recovery Branch.
 - C. 1 If the asset is being sold by public tender, the appropriate department must work with the Purchasing Agent to publicly advertise the item(s) for sale stating either a fixed price or closed bid process. Net proceeds from all sales are allocated to the College's general operating revenue.
 - C. 2 If the asset is to be sold through the Government of BC Asset Investment Recovery Branch, the appropriate department must work with the Facilities Manager to arrange temporary storage. The Facilities Manager is responsible for a periodic shipment of items to the Asset Investment Recovery Branch.
- D. When a capital asset is disposed of, lost and/or stolen, it must be recorded in the Capital Asset Tracking system to ensure accurate financial records and capital asset listing.
- E. Budget officers are responsible to submit a Capital Asset Disposal Form to the Controller **before** the sale/disposal of any asset occurs (unless lost or stolen). Finance will then record the transaction in the College's capital asset tracking system and financial records.
- F. If the asset is being traded-in, the appropriate department must work with the Purchasing Agent to ensure negotiations with the vendor include the trade-in item(s).
- G. If the asset is deemed to be scrap, the appropriate department must arrange for the removal of the item(s). For larger or more challenging scrap disposals, the appropriate department will work with the Facilities Manager.
- H. In the event an asset is lost or stolen, the appropriate department must report to the Manager, Contract & Insurance by way of a completed Incident Form for reporting a potential claim to the College's insurance provider.

RELATED POLICIES AND SUPPORTING DOCUMENTS

[3.2.4. - Capital Assets - Policy](#)

[5.1.1 Asset Disposal or Transfer – Procedures - Capital Asset Disposal Form](#)