**I have equipment that I no longer need or is lost?**

Many things can happen over the life of equipment. The college/department may: find that technology gains may make equipment obsolete; no longer have a use for the equipment; suffer loss due to vandalism or theft of the equipment; decide to trade-in old equipment for new equipment; decide to donate equipment to a charitable organization. Whichever happens, it is imperative that colleges/departments undertake a structured disposition process that first starts with contacting the University Asset Management Team at [propertycontrol@westernu.edu](mailto:propertycontrol@westernu.edu).

The Asset Management Team will then guide you through the necessary steps to complete a “[Furniture, Fixture and Equipment Disposition Form](file:///\\BCFILES.westernu.edu\dept$\purchasing\shared\Procurement%20-%20Procurement%20Administration\000%20-%20Webpage%20Documents\003%20-%20Asset%20Management\WU%20FORM%20Surplus%20Declaration.xlsx)”.