**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.

The Asset Management Team will then guide you through the necessary steps to complete a “[Furniture, Fixture and Equipment Disposition Form](file:///%5C%5CBCFILES.westernu.edu%5Cdept%24%5Cpurchasing%5Cshared%5CProcurement%20-%20Procurement%20Administration%5C000%20-%20Webpage%20Documents%5C003%20-%20Asset%20Management%5CWU%20FORM%20Surplus%20Declaration.xlsx)”.