Removal of Assets from Campus Procedure

University of Waterloo

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Purpose

As part of measures required to safeguard assets, the use of assets of the University of Waterloo (the “University”) at locations other than one of the University campuses must be documented and approved.

Related links

- Finance – Capital Assets
- Policy 74 – Capital and Non-Capital Assets
- Off-Campus Asset Location Form (Fillable PDF)

General

The University allows its faculty, staff, and students to use capital and non-capital assets at locations other than the University campus in support of their employment responsibilities or for authorized student projects. The University will also periodically authorize other parties or organizations to use its assets for University sanctioned purposes. The most common assets removed from campus include computers, laptops, cameras, projectors and portable printers.

Approval to remove an asset is required from the Dean, Chair, or Director of a Faculty, department, institute, school, or center, or the head of an administrative department with custody of the asset. An Off-Campus Asset Location Form must be completed and filed with the Department Head, or designate, until the asset is returned to the University.
Procedure

Approval to remove an asset from campus is required from the Dean, Chair, or Director of a faculty, department, institute, school, or center, or the head of an administrative department with custody of the asset.

When an individual requests removal of an asset from the University campus, he/she is required to complete Section A of the Off-Campus Asset Location Form which includes the following information:

- A brief description of the asset, model, its serial number, and the department inventory number, if any;
- Location to which the asset will be moved; and
- The signature of the appropriate department or faculty head or designate.

The form must be filed by the department until the asset is returned to the University campus. When the asset is returned to campus, Section B of the form must be completed which includes:

- The date of return and the location (i.e., building and room) and condition of the asset; and
- The signature of the appropriate department or faculty head or designate.