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PAGE 1 OF 3

File No.:

900	512000	024	
Doc. Collection ID	Subject Index	Doc. Code	Serial No.

Section A - General							
Contact Name:	Adam Impens	Department:	8421 - INFORMATION SECURITY SOLUTIONS	Site:	CRL		
Building:	B703	Room:		Capital:	<input type="checkbox"/>	Non-Capital Asset:	<input checked="" type="checkbox"/>

Section B - Asset Information				
Asset Tag #	TAS ID #	Description of Item	Make	Model
		4 x Dell Latitude 7400		
		6 x Dell Latitude 7410		
		10 xWD15 docking stations (still new in box)		
		4 x Dell's monitors ranging in model types		
		5 laptop bags		
		5 keyboards that look new in box.		
		Polycom 360 camera is I believe a Cx5000 series which was about \$6000		

☐ Relevant fields in the Total Asset Summary (TAS) database have been updated

Section C - Internal Transfers		
<i>Required only if transferring a <u>Capital Asset</u> from one department to another; form is not required for transferring Non-Capital Assets between departments. Complete Section C (with the receiving department's information) and Section F and then send the completed Form to Finance, Accounting & Reporting.</i>		
Contact Name:	Department:	Site:
Building:	Room:	

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PAGE 2 OF 3

SECTION D - WASTE
<i>Where a Capital or non-Capital Asset is to be destroyed, complete Sections D and F and send the completed Form to Finance, Accounting & Reporting for Capital assets. Managers must file completed disposal form in EDRMS for non-capital assets. Managers are responsible to ensure all assets are disposed of in accordance with the applicable Company Procedure (E.g. Waste generation process for (WEEE) Waste, Electric & Electronic Equipment. CRL-508612-PRO-486).</i>
Justification:

SECTION E - SALE, AUCTION, DONATION			
<i>Where a Capital or non-Capital Asset is to be sold or donated, complete Sections E and F and send completed Form to Finance, Accounting & Reporting. Justification is required for disposal via sale, donation or other and must be attached to the completed Form.</i>			
<input type="checkbox"/>	Trade-In	<input type="checkbox"/> For Upgrade <input type="checkbox"/> For Replacement	Purchase Order Number for New Item
<input type="checkbox"/>	Sale (Justification Required)	<input type="checkbox"/> Donation (Justification Required)	<input type="checkbox"/> Other Disposal (Justification Required)
Justification: No longer required, but still hold value			
Declared Surplus, Short-Term Storage <input type="checkbox"/> Record as a transfer to Surplus Asset Inventory, Planning Analyst.			

Section F – Decommissioned
<i>Where a Capital or non-Capital Asset is to be transferred to decommissioning department, complete Sections F and G and send completed Form to Finance, Accounting & Reporting.</i>
Justification:

Section G – Authorization			
<i>Must be in accordance with Financial Approvals and Delegation of Authority, 900-512000-MCP-001.</i>			
Manager, Informatio n Security	Mark Senack		2025-04-01
TITLE	NAME	SIGNATURE	DATE
_____	_____	_____	_____
TITLE	NAME	SIGNATURE	DATE

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PAGE 3 OF 3

Section H - Instructions for Transfer or Disposal of Assets

The purpose of this form is to provide Managers with a means of communicating in advance (preferred) changes in the status of assets under their custody. Examples of status changes that must be reported are: nontemporary changes in physical location between sites or buildings, custody transfers to a different Contact or new Manager, disposals, tradeins, sales to third parties, surplus declaration (the item is no longer actively required in the department). This excludes where a new Manager is assigned to a Department. In the case of surplus equipment, the received by department is logistics.

Managers are requested to electronically complete this form. Once all of the required signatures have been secured, the document is forwarded to:

Chalk River Location

- Finance (CRL) >Capital Assets
- Logistics (CRL) Materials Management Supervisor / Planner

Review the relevant procedure(s) prior to asset disposal or transfer:

- 900-512000-FID-001 Tangible Capital Assets
- 900-512000-MCP-001 Financial Approvals and Delegation of Authority
- 900-512000-STD-003 Tangible Capital Assets

Please contact Accounting and Reporting if you have any questions regarding the completion of this form, or current status of these or any other capital assets.

In addition to the completion of this form, the Total Asset Summary (TAS) database must be updated with any status changes. Contact the Asset Management department with any questions.