Use this form when a Fair Value Assessment of equipment is required. The request must come from the appropriate department authority. To request an assessment of Fair Value, please contact SMS (Surplus Disposal) at 492-5393 or e-mail this completed form to [smssurplus@ualberta.ca](mailto:smssurplus@ualberta.ca).

Examples of when Fair Value Assessments are required but not limited to:

* Departing staff member purchasing their PER equipment
* Trade in, sale to another University Department, sale or donation to an external group (company, other University or registered charity).

**Part A – Unit request**

Evaluation Requested by :­­­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**DETAILS of ASSET (S)** – attach additional page if required

Indicate whether the asset(s) has been tracked in the equipment asset register or not tracked.

Tracked (Provide details below)  Not Tracked (Provide Description of Asset(s)

|  |  |
| --- | --- |
| Acquisition Value |  |
| Date of purchase |  |
| Manufacturer/Model/Make |  |
| Tag Number |  |
| Serial Number |  |
| Condition |  |
| Additional Information |  |

I hereby certify that the above information is true and complete:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Signature |  | Printed - Name /Position |  | Date |

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature Printed – Chair/Dean/Designated Authority Date

\*Upon receipt of this form, Surplus Sales will complete Part B and C, attach them to Part A and return them to the submitting department.

\*\*Assessments will remain valid for six months from date of evaluation. Beyond six months, a new assessment must be requested.