



Harvard University Equipment Disposal Request Form

Financial Accounting & Reporting
Revision Date: 01/01/2019

This form should be completed and approved prior to the equipment being disposed. Please follow all requirements for the disposal of equipment including purging of data on all IT equipment. All Harvard fixed asset tags should be removed prior to the permanent disposal or sale of equipment. This form may also be used for noncapitalized equipment (<\$5,000) and retained locally.

To be completed by Lab/Department Personnel:

Tub/Org: _____ Department: _____

| Asset Description | Tag Number | Serial Number | Current Location | Date Removed from Service | Condition Code | Reason for Disposal Code |
|-------------------|------------|---------------|------------------|---------------------------|----------------|--------------------------|
| | | | | | | |

The signature below acknowledges that the condition and reason for disposal of the above item is correct and authorizes the disposal

Disposed By (name): _____ Date: _____

Title: _____ Email or Telephone: _____

Other Disposal Notes: _____

To be completed by Equipment Manager/Tub Finance Office:

Original Funding Source: University Funds Federal Sponsor Non-Federal Sponsor

| Oracle Asset Number | Original Purchase Date | Net Book Value* | Sponsor Name | Sponsor Fund No. | Date Asset Tag Removed | Date IT Equipment Purged |
|---------------------|------------------------|-----------------|--------------|------------------|------------------------|--------------------------|
| | | | | | | |

The signature below acknowledges that there is no conflict of interest regarding the disposal of the equipment and authorizes the disposal

Approved By (name): _____ Date: _____

Title: _____ Email or Telephone: _____

Considerations for Sponsor-Funded Equipment:

The signatures below acknowledge that the terms and conditions of any participating sponsored awards have been reviewed for disposition considerations; evidence of this review may be attached to this form as backup

Signature of Principal Investigator: _____ Date: _____

Terms Reviewed By (name): _____ Date: _____

Please return this form to the School or Unit's Equipment Manager or Tub Finance Office
The final recipient of this form should upload it to Oracle Fixed Assets
Contact far_fixed_assets@harvard.edu with questions

*Net book value may be found in Oracle Assets.

Additional Guidance for Equipment Disposals

See the [Financial Management of Property, Plant and Equipment Policy](#) (PPE) for additional requirements regarding equipment disposal. In general, the University does not allow the sale of sponsor-funded equipment; exceptions to this policy are rare and are reviewed by the area equipment manager, area sponsored research office, and OSP on a case-by-case basis. Sales or [Unrelated Business Income Tax](#) may apply. See Appendix D of the PPE Policy.

To process a sale, trade-in or in-warranty replacement, Equipment Manager/Tub Finance Office must submit this form to FAR at far_fixed_assets@harvard.edu. Where proceeds are greater than the net book value of the asset (historical cost less accumulated depreciation), the net gain is credited to object code 5772. Where proceeds are less than the net book value of the asset, the net loss is debited to object code 8722. Only FAR may make these adjustments.

Follow appropriate disposal methods:

• **Technological Equipment**

Massachusetts law and Harvard policy require that electronic media containing confidential information be destroyed or thoroughly erased so that such information cannot be read or reconstructed. In addition, Harvard's license does not permit the transfer of operating systems or other software outside the University. Applications that provide for secure disk erasure and meet these requirements are available for Windows computers (e.g. proposed FAS standard CMRR [Secure Disk Erase](#)). A secure file erasure function is built into Mac OSX. See [Secure Recycle of University Computers](#) and contact your HUIT or your local Computer Resources or IT Department for additional guidance.

• **Hazardous Waste**

Contact Environmental Health & Safety regarding the disposal of:

Batteries Biochemical Chemicals Radioactive Waste
Pharmaceuticals Hazardous Materials

• **Other**

Remove any auxiliary equipment which may be used on other equipment (e.g., temperature probes)