



<p>Team Name: Supply Chain Services</p> <p>Team Lead: Lead – Supply Chain Services</p> <p>Approved by: Regional Lead – Corporate Services & Chief Financial Officer</p>	<p>Reference Number: ORG.1710.PL.006</p> <p>Program Area: Supply Chain Services</p> <p>Policy Section: General</p>
<p>Issue Date: January 11, 2023</p> <p>Review Date:</p> <p>Revision Date:</p>	<p>Subject: Disposal of Capital Equipment</p>

Use of pre-printed documents: Users are to refer to the electronic version of this document located on the Southern Health-Santé Sud Health Provider Site to ensure the most current document is consulted.

POLICY SUBJECT:

Disposal of Capital Equipment

PURPOSE:

To direct the proper disposal of Capital Assets.

BOARD POLICY REFERENCE:

- Executive Limitation (EL-01) Global Executive Restraint & Risk Management
- Executive Limitation (EL-5) Financial Condition & Activities
- Executive Limitation (EL-7) Asset Protection & Risk Management

POLICY:

All requests to dispose of capital equipment shall be forwarded to the Manager-Physical Plant Services for review prior to disposal with appropriate documentation and explanations to support the request. The Manager-Physical Plant Services will review and forward the request along with a disposal recommendation to the Regional Lead – Corporate Services & Chief Financial Officer or his/her designate for final approval. The disposal of capital equipment shall be either by sale, trade-in on new capital equipment, donation, or scrap, as based on what most benefits Southern Health-Santé Sud.

Upon approval of disposal of the capital equipment the Manager-Physical Plant Services will ensure the equipment is deleted from the equipment list in Hippo.

Upon disposal of the capital equipment, it shall be the responsibility of the Regional Lead – Corporate Services & Chief Financial Officer or his/her designate to ensure that all capital

equipment records are updated to reflect the change in capital assets of Southern Health-Santé Sud.

PROCEDURE:

All revenue received as a result of capital equipment sale will be deposited in the capital equipment account for further procurement of capital equipment.

The value of traded-in capital equipment shall be applied to the purchase of the new capital equipment. Any excess shall be must be deposited in the capital equipment account for further procurement of capital equipment.

All capital equipment that is either donated or scrapped will be recorded for reference and bookkeeping purposes.