

# MEMO

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**DATE:** November 24, 2023

**TO:** Business Administrators, and Business and Finance Managers  
Budget Officers  
Controllers  
Academic Operations and Planning  
SharePoint Teams Members: Asset Redeployment

**CC:** Duane McNair, Vice President, Finance and Administration  
Izabela Buglar, Executive Assistant to the V.P., Finance and Administration  
Grant Perry, Chief Financial Officer  
Becky St. Jean, Executive Assistant to the Chief Financial Officer  
James Pede, Associate Director, Financial Operations  
Financial Services  
Danka Borkowicz, ITS Senior Developer and Data Base Analyst

**FROM:** Doreen Jans, Manager, Financial Services

**SUBJECT:** Asset Redeployment/Disposal Form Process Change

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## What is happening?

A change to the Asset Redeployment/Disposal request form process has been implemented.

Previously, when the required Asset Redeployment/Disposal request form was utilized for the redeployment or disposal of a College asset, a PDF form was downloaded, completed, and circulated to the approver, and then emailed to Financial Services. To simplify this process, with ITS support, Financial Services has moved to an online form and email-based approval method. This change has automated several steps of the previous process.

### How does this impact you?

The table below shows the changes to the current process.

Step	Previous Process	Change
1	Asset holder identified the need to dispose of an asset	No change
2	Download the Asset Redeployment/Disposal PRF form and complete the form	Utilize the online <a href="#">Asset Redeployment/Disposal</a> , including/verifying the email addresses for the required management approval. Attach relevant backup files.
3	Route the electronic or paper Asset Redeployment/Disposal PRF form to the Cost Centre Manager and Dean/Director for approvals	The online form will be emailed to the identified management approval email address. When <b>'approve'</b> or <b>'reject'</b> is selected, the form is routed to Financial Services, with carbon copy emails sent to the initiator and approver.
4	Route the electronic or paper Asset Redeployment/Disposal PRF form to Financial Services for review/approval/processing	The online Asset Redeployment/Disposal generates a list for Financial Services for their action.
<i>Financial Services will endeavour to redeploy assets within the College before they are either sold or scrapped. It utilizes a Teams Asset Redeployment site for this effort.</i>		

### Resource links:

[Algonquin College Finance website: Forms](#)  
[FP-002 Asset Management Policy](#)  
[Budget Principle: 2.17 Disposal of Surplus Assets](#)

If you have any questions or concerns, or if you wish to be added to the Asset Redeployment Teams site, please contact: [assetmanagement@algonquincollge.com](mailto:assetmanagement@algonquincollge.com)

Regards,  
Doreen