

FACILITIES MAINTENANCE DISPOSAL AUTHORIZATION FORM

Facilities Maintenance pickups must be authorized through Purchasing and Contract Services (PCS). To get an authorization PCS must have a list of the items to be picked up (below) and pictures of the items for your file. Pictures can be sent via email or PCS can come to your location to take them upon request. Facilities will only take the items authorized on this list.

Rates: \$130/hour + costs of permits. Average time: 4 hours. (Load containing items from multiple DU's will have costs shared.)

Useable items must be posted on the Surplus Assets website for a minimum of 3 weeks to internal DU's and 3 weeks to the public before PCS will authorize their disposal.

Note: For Electronics, please complete an **Electronics & Computer Disposal Form** which can be found on the Purchasing website under Forms. (https://purchasing.epsb.ca)

PCS Authorization Number:					
Authorized by:					
SCHOOL/DU:			DATE:		
REQUESTOR: P					
Item Description	Quantity Reason for Disposal			Section completed by PCS	
				Approved	Post on Surplus Assets
Principal/DU Administrator Approval: Submit form to PURCHASING AND CONTRACT SERVICES. Fax: 780-429-8216.					

Revised: Aug 13, 2013 Page: of