

**DEPARTMENT OF PATHOLOGY**  
**Equipment Disposition Policy & Procedures**

**Valuation**

- **Capital Equipment**
  - Formula: Purchase cost (or estimate) / years x .25  
Example: \$10,000 / 10 yrs x .25 = \$250
- **Non-capitalized Equipment**
  - < \$1,000 value sold at \$10-\$50 per batch

**Priority for Distribution**

1. Shared Equipment – defined as 2 or more faculty
2. Individual
  - New recruits (within 1 year of appointment)
  - Prior usage
  - Individual usage
3. Outside department

**Transfer Process**

1. For shared equipment, one person designated as owner.
2. Equipment disposition forms completed by Division Admin Supervisor and Jonathan Stewart.
3. After one week, individual or designated owner of shared equipment is responsible for repairs and/or service maintenance contracts.

**Additional Policies**

1. Department covers expenses related to moving equipment.
2. Departing faculty is required to decontaminate equipment; however, the Pathology Department cannot confirm that the equipment purchased is decontaminated.
3. Decisions regarding final equipment disposition at the discretion of the Division Director and Department Chair.
4. Deadline dates for requests will be determined by Division Director.
5. Equipment moved to department warehouse two weeks after deadline date above.
6. **Process and price for warehoused equipment falls under same guidelines outlined above.**