

SMUSA Disposal Process Standing Order | Updated as of 4 January 2021



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## SMUSA Asset Disposal Process

### CBds & Clubs Asset Disposal Application Process (SMUSA Asset Disposal Template)

For all club representatives, kindly ensure that the asset you wish to dispose of is either in a **broken condition** or **unable to serve its intended purpose** before submitting your respective requests to proceed in this disposal.

- A. **Small or disposables/one-off usage items** that can be **thrown in the regular bin, do not need** to be engaged in any of the disposal processes nor having to inform the SMUSA Operations Department of in their assets list.
- B. Clubs/CBds should read up on **SMUSA's Asset Disposal Process** found in this Standing Order for knowledge on having to deal with their asset disposal matters.
- C. Clubs/CBds should fill either **1 of the templates**, the **SMUSA Asset Disposal Template** for **regular tagged assets OR OSL Asset Disposal Template** for **OSL tagged assets**.
- D. On the website application, click on the process **most applicable** and the route should have been marked out clearly for easy usage.
- E. **Download the relevant document, fill it up offline and then send it** to the relevant parties via **email** afterwards as covered below.

### OSL Assets Disposal Process (OSL Asset Disposal Template)

- A. **OSL Asset Disposal template** is applicable to items that have been purchased via **OSL's fund** and should have **OSL specific codes or tags** on the item.
- B. Determine if the asset is under the **purview of OSL via the tagging** of the asset. If **unsure**, Club/CBd should **send photos for proper validation** and confirmation.
- C. Fill in the **OSL Asset Disposal Template**, along with picture attachments of the items (**1 photograph for each individual item and 1 photograph showcasing all collated disposal items together**), detailing all descriptions needed, thereafter sending to **SMUSA Operations Department**, who will be relaying it down to **OSL**.

- D. OSL is to seek approval from OFIN and once approval is given, OSL then gives the green light for SMUSA Operations Department to dispose of the asset accordingly, and SMUSA Operations shall relay this approval down to the clubs/CBd if applicable.
- E. SMUSA Operations Department needs to ensure that **walkies talkies** should be carefully and properly disposed of and **laptops** are to be handed to **IITS** first, having to deal with sensitive and personal data.

#### **SMUSA Assets Disposal Process (SMUSA Asset Disposal Template)**

- A. **SMUSA Asset Disposal template** is applicable to items that have been purchased via the **usual SMUSA Asset Endorsement Meeting (AEM)** for the **CCA** CBds or via **Cbd departmental purchase** for the **school** CBds.
- B. These are generally marked by **normal asset tagging**. For an asset to be tagged, there should be a **sticker label indicating the PO no. / serial number** assigned to the asset.
- C. Fill up the **Asset Disposal Template**, along with picture attachments of the items (**1 photograph for each individual item and 1 photograph showcasing all collated disposal items together**), detailing all descriptions needed, thereafter **sending to OSL and OFIN**.
- D. Clubs/CBds are to **approach the relevant managers** in-charge as stated in the respective disposal templates and obtain their signatures for approval and validation.
- E. The Cbd Assets/Operations directors are to collate all club disposal forms **of that particular month as an entire Cbd** and email them to [operations@sa.smu.edu.sg](mailto:operations@sa.smu.edu.sg) and cc [a.operations@sa.smu.edu.sg](mailto:a.operations@sa.smu.edu.sg).
- F. This should be a **monthly accumulation of disposal** by the clubs, unless specified otherwise. It is at the discretion of the SMUSA Operations Secretary to **arrange with the various CBds** for this collation to be done on either the **start, mid or end of each month**.
- G. SMUSA Operations Department reserves the right to **lower the priority** of emails on disposal matters that are **sent directly by clubs**.
- H. Once the SMUSA Operations Department has **acknowledged the disposal** and sent the approved template back to the Cbd Assets/Operations director and cc the in-charge of the relevant club, the respective clubs/CBds can proceed to **dispose of the assets as mentioned** in the Asset Disposal Template.
- I. SMUSA Operations Department is to seek approval from **OSL** and **OFIN** first before proceeding. Once approval is given, SMUSA Operations can work with the Cbd to manage and track the disposal.
- J. Once OFIN has approved the disposal form, kindly **send a softcopy to OSL for filing**.

### Clubs/CBd Common Asset Disposal Process

- F. For regular items (including OSL tagged) that do not require special arrangements, kindly opt for the **big green rubbish container at the car drop-off roundabout on level 1 in Lee Kong Chian School of Business (LKCSB)**.
- G. **Deactivate the asset tag** of the item and remove the item from the asset list. Clubs and CBds should **track their assets** and the item(s) that is/are to be disposed of.
- H. Clubs/CBds can dispose of their items upon receiving the **green light** from the **SMUSA Operations Department**. Should any form of assistance be needed during disposal itself, clubs/CBds can approach any of the security guards for further help.
- I. **Clubs/CBds are to send the updated list at the end of each semester** to SMUSA Operations Department for tracking purposes.

### SMUSA Operations Disposal Vendor Engagement

- J. Clubs/CBds may send in requests for unique arrangements to be made by the SMUSA Operations Department under special circumstances such as **sharp, fragile or heavyweight objects**.
- K. For both the **SMUSA Asset Disposal Template and OSL Asset Disposal Template**, there would be an option to opt in for the disposal vendor arrangement. **Not opting in** would be assumed to **request for the common asset disposal process**.
- L. Such objects should be **kept till the upcoming AEM**. During the AEM period each semester, should there be a **need for special arrangements**, the SMUSA Operations Department is to **contact an external vendor** for their disposal services.
- M. Kindly note that the **urgency of arranging a disposal** service is **highly dependent** on the **collated number of assets** at that point in time.
- N. SMUSA Operations should liaise with **Office of Campus Infrastructure and Services (OCIS)**, to engage the school's regular vendor to help with the disposal. Request for a disposal service and arrange for meeting details accordingly.
- O. An alternative arrangement for SMUSA Operations shall be to source for a vendor with the **cheapest quote** (able to give 2-3 quotations) using the **Purchase Order Quotation Evaluation** template and first propose it to OSL. [Recommended: Soon Seng Transport]
- P. Such disposal arrangements shall **utilise the BEM funds**. The SMUSA Operations Department is to ensure that the selected vendor has a **purchase order (PO)** option and is to hand the **invoice** over to the **Office of Student Life (OSL) for Office of Finance (OFIN)** to process.
- Q. Upon gaining approval, **arrange** with the external vendor, a **suitable date and timing**. Ensure that there is **at least 1 representative from SMUSA Operations** to oversee the disposal process alongside the relevant CBd taking charge of the disposed assets.

- R. Any other form of arrangements may require the clubs/CBds to **arrange on their end** for the disposal (If applicable).