



ASSET DISPOSAL FORM

(Fields with an * must be filled in)

*Faculty/Division _____ Campus _____

*Contact Person _____ Ext. No _____

EQUIPMENT DETAILS:

*Asset No _____ *Tag No _____ *Serial No _____

*Description _____

Purchase Cost \$ _____ Purchase Date ____/____/____ PO Number _____

METHOD OF DISPOSAL: Note: If transferring assets please use the *Asset Transfer Form*

- Sold** - Complete Section 1
- Traded** - Complete Section 2
- Damaged, Stolen or Missing** - Complete Section 3
- Scrapped**
- Donated to** _____

Fields with an * in Sections 1, 2 or 3 must be filled in.

Reason for Disposal _____

1. SOLD (Attach Copy of Receipt/Tax Invoice to this Form)

*Sale Price \$ _____ *GST Cost \$ _____ Total Price \$ _____

*Receipt/Tax Invoice No _____ Sale Date ____/____/____

Sold To _____ *Account Code _____ | _____ | **5701** | _____ | _____
Budget Centre Activity Account FS Entity

2. TRADED (Attach copy of Receipt/Tax Invoice to this Form)

*Traded Price \$ _____ *GST Cost \$ _____ *Total Price \$ _____

*Receipt/Tax Invoice No _____ Sale Date ____/____/____ *Purchase Order No _____

Traded To _____ *Account Code _____ | _____ | **5701** | _____ | _____
Supplier Name Budget Centre Activity Account FS Entity

3. DAMAGED, STOLEN OR MISSING AT STOCKTAKE (Any Police reports must be attached)

*Reason for Loss _____ Insurance Claim Yes / No (please circle)

*Loss Detected by _____ *Date ____/____/____

Loss Reported to Security (222) ____/____/____ Loss Reported to Police ____/____/____

APPROVAL:

*Budget Centre Head Approval _____ Date ____/____/____

F&BS Approval _____ Date ____/____/____

Entered into DFMS by _____ Date ____/____/____

File No _____