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| **Equipment Disposal / Write-Off Form** | | | |
| 1. **Equipment Details** | | | |
| Equipment Name: | | Details: | |
| Asset Id No. | | Location: | |
| Acquisition date: | | Value: | |
| 1. **Disposal / Write Off reasons (tick appropriate box)** | | | |
| **DISPOSAL** | | **WRITE OFF** | |
| By sale | | Stolen (item missing) | |
| Trade in | | Scrapped for spares | |
| Donation | | Destroy and dump | |
| Disposal Date: | Proceeds of sale / trade-in: $ | | Receipt #: |
| **The item disposed / written off is no longer required because (please circle):**  Surplus to requirements / In need of repairs / Unserviceable / obsolete | | | |
| **Condition of the item (please circle):**  Excellent / Good / Fair / Poor | | | |
| **Explanation for disposal / removal** | | | |
| 1. **REQUEST & APPROVAL** | | | |
| **Requested by: Signed: Date: / /** | | | |
| **Approved by: Signed: Date: / /**  **Disposal -** I approve disposal of the equipment described above, and certify that it will be disposed of fairly and in the most cost effective manner. | | | |
| **Approved by: Signed: Date: / /**  **Write off** - I certify that I approved this write off after appropriate action has been taken to (a) locate the item and (b) prevent further losses of this type occurring in the future. | | | |
| 1. **PLANT & ASSET REGISTER UPDATED** | | | |
| **Asset Register Date:** | | **Electrical Register Date:** | |