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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)**
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| **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**
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| **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**
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| **Asset Register Date:**  | **Electrical Register Date:**  |