



Assets Disposal (Retirement) Form

This completed document is required for use as:

- (a) authority to dispose of an asset physically
- (b) authority to remove an asset from the Assets Management System.

Before submitting this disposal form, please ensure the usability of the asset has been thoroughly considered. Assets that are in good order can be transferred within University to be used.

Please fill in details as applicable on both pages of the form prior to disposing of the asset.

Asset Details

The following details can be obtained from the Asset Management System by going to:

Asset Management → Asset Transactions → Owned Assets → Basic Add → Find Existing Value → Location/Comments/Attributes
Asset Management → Depreciation → Review Depreciation Info → Depreciation Tab → Net Book Value/Cost/Full Account Number

Asset ID:	<input type="text"/>		
Item Description:	<input type="text"/>		
Location Code:	<input type="text"/>		
Full GLC:	<input type="text"/>	Cost:	<input type="text"/>
		Net Book Value:	<input type="text"/>

Disposal Type Code

- | | |
|--|---|
| <input type="checkbox"/> 1. Sale | <input type="checkbox"/> 5. Casualty loss |
| <input type="checkbox"/> 2. Trade-in | <input type="checkbox"/> 6. Donated to external group |
| <input type="checkbox"/> 3. Scrapped Assets | <input type="checkbox"/> 7. Missing |
| <input type="checkbox"/> 4. Cannibalise for other Assets | <input type="checkbox"/> 8. Disposal due to theft |

NOTE: If Disposal Type Codes (4), (5), (6), (7) and (8) are selected, please provide further information on the next page.

Delegated Officer Approval*

Printed Name:	<input type="text"/>	Position:	<input type="text"/>
Signature:	<input type="text"/>	Uni ID**:	<input type="text"/>
		Date**:	<input type="text"/>

University Delegations 234

Required Approval (prior to actual disposal)	Accumulated Historical Cost (cost per Asset Management System)
Service Division/Research School Directors/College GMs	<\$50,000
Executive/College Dean within Portfolio	<\$100,000
Chief Financial Officer/Chief Operating Officer for all areas of the University	<\$100,000
Vice-Chancellor	<\$10 million

* Approval must be obtained BEFORE asset is disposed of.

**Please ensure Uni ID and Date fields are completed.

Proceeds/Trade-in Value	<input type="text"/>	Receipt Number or AP Voucher Number (Accounts 9370M or V only)	<input type="text"/>
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Instruction

If the following Disposal Type Codes were selected, please provide further information and supporting documentation.

Cannibalise for other Assets	<i>Asset IDs of the equipment to which the parts will be transferred to</i>
Casualty loss	<i>Elaborate on the nature, timing of the incident resulting in the loss</i>
Donated to external group	<i>Provide a copy of memo supporting donation to external group</i>
Missing	<i>Detail why asset has become missing, date of last stocktake, and actions taken to locate the item</i>
Disposal due to theft	<i>Provide details on theft incident and actions taken to prevent further thefts</i>

Required Supporting Documentation

- For all disposal types, please attach a screenshot of the Asset Depreciation from the Asset Management System
- For Duplicate items, please attach a screenshot as above for both the original and duplicate items
- If Private Treaty arrangement, please attach the offer to purchase or similar document from purchaser and an assessment of the sale in terms of value provided to the University
- If Gifted, please attach any documentation from the receiving party and/or written offer from ANU
- For Missing/stolen items documentation evidencing all reasonable action has been taken to locate the items and/or record and prevent further incidents.
- If the item attracts any proceeds, receipt into the correct disposal account and complete the Proceeds/Trade-in Value section on page 1