

University of Tasmania

Asset Disposal Request

Budget Centre Code: _____

Budget Centre Name: _____

The items of equipment listed below are no longer required by the budget centre and should be removed from the UTAS asset register for the following reason: _____

Method of Disposal: _____

- a) The equipment listed below can be disposed of by tender
Account no. for receipt of funds _____ 18304
- b) The equipment listed below is to be retained & dismantled for parts.
- c) The equipment listed below has no commercial value & is to be scrapped as per the UTAS Asset Disposal Policy.
- d) The equipment listed below is to be donated in an arm's length transaction, to an organisation, as per the UTAS disposal policy.
- e) Other - eg Insurance claim, theft

| Asset No. | Barcode No. | Serial No. | Description |
|-----------|-------------|------------|-------------|
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |

Completed by _____ Ext _____ Date _____

Budget Centre Head Signature _____ Print Name _____

Further Information:

Asset disposal guidelines: www.utas.edu.au/CSD

AMIS Data Officer: + 61 3 6226 6399

Return Form to:

AMIS Data Officer, Commercial Services and Development, Private Bag 35, Hobart 7001

CSD authorisation:

Date: