



### Finance Department

### Disposal/Sale of Asset Form

Disposal/Scrap  Sale/Trade-in  (please select)

Fixed Asset Register No: \_\_\_\_\_  
(available from the Fixed Asset department)

Asset Description: \_\_\_\_\_

Department: \_\_\_\_\_ Location/Room No: \_\_\_\_\_

Serial No: \_\_\_\_\_ Barcode: \_\_\_\_\_  
(For disposals please attach barcode strip)

Date of Disposal /Sale: \_\_\_\_\_

Reason for Disposal/Transfer/Sale: \_\_\_\_\_

Please see University of Limerick disposal policy for relevant guidelines governing disposals, sales or granting of access to assets <€1,000, €1,000 < €150,000 and =>€150,000  
[University of Limerick Disposal Policy](#)

Purchase Price € \_\_\_\_\_  
(available from the Fixed Asset department)

Book Value € \_\_\_\_\_  
(available from the Fixed Asset department)

Selling Price € \_\_\_\_\_

For Sale of Fixed Assets please submit a completed Sale of Asset Approval Request Form to the Finance Dept. Following this a completed Sale/Transfer of Asset Disclaimer must be signed by the purchaser and a returned to the Finance Dept. A copy of same must be retained by the Head of Department

Sale of Asset Approval Request Form submitted to Finance Dept

Purchaser: \_\_\_\_\_

Address: \_\_\_\_\_

Sale/Transfer of Asset Disclaimer signed by Purchaser

Signature: \_\_\_\_\_  
Head of Department

Date: \_\_\_\_\_

Please return to Fixed Assets, A2-031 ( Finance Department) when completed

OFFICIAL USE ONLY	
Asset Register updated: _____	Date: _____
Ledger Updated: _____	Date: _____