

Fixed Assets Disposal Form

Instructions: Complete Page 1 (Page 2 - list your items) and forward to Finance Section – Fixed Assets Unit to be processed. (Contact information: <http://www.usp.ac.fj/index.php?id=9920>)

Campus		Faculty/School/ Section	
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**** Items: Complete the list on Page 2 **** [_____ Number of pages required to list all the items]

Reason(s) for disposal request (i.e.: stolen, lost, damaged, outlived their useful life etc)
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The Asset(s) listed is/are to be:

Tick	Action	Comments
	Disposed of: Obsolete/ Uneconomical to repair	
	Scrapped – spare parts	
	Traded in	PO#
	Donated to	
	Sold as is/where is	
	Trade in Value	FJDS Book Value:

<p>Prepared by: Name: _____ Position: _____ Ext# _____</p> <p>Signature _____ Date: _____</p>
<p>Endorsed by HOD/HOS: Name: _____ Position: _____ Ext# _____</p> <p>Signature: _____ Date: _____</p>
<p>Confirmed by Line SMT: Name: _____ Position: _____ Ext# _____</p> <p>Signature: _____ Date: _____</p>

Note: None of the above actions is to be undertaken by the Faculty/School/Department until approval is granted and Faculty/School/Department is notified by the Survey Committee.*

Fixed Assets Disposal Form

**** Survey Committee ****

The above action(s) is/are: _____ Recommended/ _____ Not Recommended
 Other Recommendations

- 1... _____
- 2... _____
- 3... _____

[Chairperson 's Signature]	[Name]	[Date]
[Member]	[Name]	[Date]
[Member]	[Name]	[Date]
[Member]	[Name]	[Date]

Finance Use Only Approval by Executive Director Finance (EDF)

_____ Approved or _____ Not Approved(Include Remarks):

EDF Signature _____ [Name] _____ [Date] _____

Finance: Action taken:

- Survey Committee Decision: Name of person notified: _____
 - Notified: Date: _____ Time: _____
- Recommended action taken: Date: _____ Time: _____
 - *Note: Sale of item - refer to item list for details (i.e.: Receipt#, Amount.)
- Comments

Finance Line Manager Signature _____ [Name] _____ [Date] _____

Finance Fixed Asset Section: Asset database updated:

By Name: _____ Sig: _____ Date: _____

Appendix 1

Check List for Board of Survey Recommendation on Disposal Action

- 3 Dimensional Photos

- Completed Disposal Form with Approval from Line SMT

- Sign off of Board of Survey Committee Members

- ITS Report for Disposal of Computer Equipment's (*if any*)

- Technical Report for Disposal of Other Equipment's (*if any*)

- Clear Recommendation of the Disposal Method to be Actioned