

ASSET DISPOSAL FORM

INSTRUCTIONS : PLEASE COMPLETE THIS FORM AND FORWARD TO THE RESPECTIVE AUTHORITY AS PER REQUIREMENTS OF THE PROCUREMENT REGULATIONS 2010 AND FINANCE INSTRUCTIONS 2010 FOR FURTHER PROCESSING

Inspection made by a Board of Survey at _____ of the _____

Department in _____ on _____ Name of Officer i/c Inventory/Store: _____

Designation: _____ Date of last survey of unserviceable items: _____

Ledger Folio	Item Description (Model #, Brand, Serial #.)	Qty	Original cost	Reserved value	Mode of Disposal (Scrap/ donation/ transfer/ auction)	Comments	Action Taken (Details)
1							
2							
3							
4							
5							
6							

Total

BOARD OF SURVEY COMMITTEE

Name

Designation

Ministry

Signature

Chairperson _____
Member _____
Member _____
Member _____

We certify that we have examined the items presented to us for inspection, as scheduled above and are of the opinion that, with the expectations indicated, they have become unserviceable through fair wear and tear. We have considered what further use could be made of these items and have made our recommendations accordingly.

Recommendations approved as
Amended and initialled by me.

Minister of Finance / PS for Finance/ PS of Agency

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I certify that action has been taken as approved, the ledger balances adjusted, and that the articles ordered to be disposed of have been _____
(describe method of disposal above).

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Chairperson of Board of Survey

Admin : Action taken:

- Recommended action taken: Date: _____ Time: _____

*Note: Sale of item - Details (i.e.: Receipt#, Amount.), acknowledgement letter for donated item, transfer forms to be attached

Accounting Head of Agency_____
[Name]_____
[Date]**Agency Asset Section:** Register updated:

By Name: _____ Sign: _____ Date: _____