**EQUIPMENT DISPOSAL / WRITE-OFF FORM**

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| 1. **Equipment Details**
 |
| Equipment Name:       | Details:       |
| Asset Id No:       | Location:       |
| Acquisition date:       | Value:       |
| 1. **Disposal / Write Off reasons (tick appropriate box)**
 |
| **DISPOSAL**  | **WRITE OFF**  |
| By sale [ ]  | Stolen (item missing) [ ]  |
| Trade in [ ]  | Scrapped for spares [ ]  |
| Donation [ ]  | Destroy and dump [ ]  |
| Disposal Date:       | Proceeds of sale / trade-in: $      | Receipt #:      |
| **The item disposed / written off is no longer required because (please circle):** Surplus to requirements / In need of repairs / Unserviceable / Obsolete |
| **Condition of the item (please circle):**Excellent / Good / Fair / Poor |
| **Explanation for disposal / removal** |
| 1. **REQUEST & APPROVAL**
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| **Requested by:** **Signed:** **Date:**  |
| **Approved by:** **Signed:** **Date:****Disposal -** I approve disposal of the equipment described above, and certify that it will be disposed of fairly and in the most cost effective manner.  |
| **Approved by:       Signed:       Date:****Write off** - I certify that I approved this write off after appropriate action has been taken to (a) locate the item and (b) prevent further losses of this type occurring in the future. |
| 1. **PLANT & ASSET REGISTER UPDATED**
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| **Asset Register Date:**  | **Electrical Register Date:**  |