

UNIVERSITY ASSET MANAGEMENT SYSTEM
**Notification to Dispose of Plant and Equipment By Sale/
Trade-In/Transfer/Write-Off**

ASSET ITEM NO:.....

Description:.....

Serial No:.....

Current Location Code:.....

The Asset is to be: (Ticked as appropriate)

Sold Amount:..... Payment Received Date:.....

Other Details:.....

Traded-in Amount:..... Name of Supplier:.....

(Attach this form to PPR for replacement item)

Cost Centre into which proceeds of sale are to be credited:.....

Transferred Location Code:..... Faculty /Division:.....

:
Received by:

.....
(Name) (Signature) (Date)

Cost Centre into which proceeds of sale are to be credited:.....

Written Off Specify reason, e.g. beyond economic repair;

.....
.....

Other Specify:.....

.....

Signature:
Requisitioning Officer Approving (Delegated) Officer

Name: (Print)

Date:

Please sign and return to Assets Officer