



University of Tasmania  
**Asset Disposal Request**

**Budget Centre Code:** \_\_\_\_\_

**Budget Centre Name:** \_\_\_\_\_

The items of equipment listed below are no longer required by the Budget Centre and should be removed from the UTAS Asset Register for the following reason:

- a) The equipment listed below can be disposed of by tender  
*Account no. for receipt of funds* 1.\_\_\_\_\_.\_\_\_\_\_.\_\_\_\_\_.3804
- b) The equipment listed below is to be retained & dismantled for parts
- c) The equipment listed below has no commercial value & is to be scrapped as per the UTAS Asset Disposal Policy.
- d) The equipment listed below is to be donated in an arms length transaction, to an organisation, as per the UTAS disposal policy.
- e) OTHER - eg Insurance claim, theft \_\_\_\_\_

Asset No.	Barcode No.	Serial No.	Description
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Budget Centre Contact \_\_\_\_\_ Ext \_\_\_\_\_ Date \_\_\_\_\_

Budget Centre Head Signature \_\_\_\_\_ Print Name \_\_\_\_\_

**Further Information:**

- Disposal Guidelines <http://www.utas.edu.au/ams/policies.htm>
- Asset & Property Officer, 6324 **3605**

**Return Form to:**

- Asset & Property Officer, Asset Management Services, Private Bag 35, Hobart

Asset Management Services Authorisation _____	Date _____
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