

Please refer to page 2 for physical disposal / collection instructions

# ASSET DISPOSAL FORM

THIS FORM IS USED TO DOCUMENT THE DISPOSAL OF BOTH MAJOR ASSETS AND MINOR EQUIPMENT  
 PLEASE SEND ORIGINAL DOCUMENTS TO: ASSETS MANAGER, THE GRANGE, BATHURST (TEL: 6338 6119)  
 CONFIDENTIALITY: 'assets@csu.edu.au'

SCHOOL/DIVISION \_\_\_\_\_

ORGANISATION CODE \_\_\_\_\_

CONTACT \_\_\_\_\_

PHONE NUMBER \_\_\_\_\_

ASSET DESCRIPTION	BARCODE	SERIAL NUMBER	LOCATION	CONDITION CODE	REASON FOR DISPOSAL CODE	METHOD OF DISPOSAL CODE	AGE OF ASSET (Years)	EXPECTED DATE OF DISPOSAL	ASSET OFFICE USE ONLY	
									ASSET NUMBER	WRITTEN DOWN VALUE WDV \$

\* Sold/Donated to: \_\_\_\_\_ \* Sale Price: \_\_\_\_\_

RECOMMENDED BY: \_\_\_\_\_ Date: \_\_\_\_\_

APPROVED BY DIVISION OF FINANCE: Delegated Officer as per financial delegations (FIN01) for written down value amounts. Approval only required for assets costing more than \$10,000. Date: \_\_\_\_\_

Print Name \_\_\_\_\_

Print Name \_\_\_\_\_

ASSET OFFICE USE Processed/Filed Signature: \_\_\_\_\_ Date: \_\_\_\_\_

CONDITION CODE	REASON FOR DISPOSAL CODE	RECOMMENDED METHOD OF DISPOSAL CODE
<b>P</b> - Poor <b>E</b> - Excellent <b>F</b> - Fair <b>G</b> - Good	<b>B</b> - Beyond economic repair <b>S</b> - Surplus to requirements <b>O</b> - Obsolete <b>T</b> - Theft <b>R</b> - Replaced by upgrade	<b>C</b> - Computer recycle scheme <b>D</b> - Donated <b>I</b> - Already scrapped without approval <b>T</b> - Tender/sold <b>S</b> - Scrap <b>TI</b> - Trade-in

## Asset Disposal Form Information

- Please refer to the 'Policy and Procedures for the Disposal of an Asset' located at <http://www.csu.edu.au/division/finserv/staff/policies/p-assets-5> before completing this form.
- All University-owned IT equipment that is surplus to requirements **must** be disposed of through the CSU Computer Shop. This includes all laptops, tablets, desktop computers, monitors, docking stations, external DVD / hard disk drives, cabling, power boards, software, mobile phones and digital cameras.
  - To initiate a disposal request: [Disposal of IT Equipment](#)
  - CSU Computer Shop Factsheet: [Computer E-Waste and its Disposal at CSU](#)
- This form is required for audit purposes and must be completed with the necessary authorisations prior to the disposal of an asset, software, or an item of equipment where the original cost price of the asset was >\$10,000.00. You may proceed to arrange for the disposal of an asset if the form has been signed by the Head of School/Division or Budget Centre Manager and the original cost price of the asset was <\$10,000.00. Please send the original copy of this form with supporting documents, for example: memorandums for items marked "I" to the Assets Manager. If the cost price of the asset was >\$10,000, the Asset Manager will arrange for the form to be approved by a delegated financial officer and will notify you when this approval has been received. Please retain a copy for your records.
- If the item for disposal has been sold within the University, please advise that the asset has been relocated by completing an [Asset Disposal Form](#) and send it to the Asset Manager. Please complete a [Funds / Transaction Transfer Request Form](#) and forward it to the School or Division that is purchasing the asset from your School or Division to facilitate payment for the asset.
- Where items for disposal have been sold as per a duly authorised asset disposal form, please send any remaining paperwork, including Tenderlink submissions received, and advertisement schedules.
- If the item for disposal has been donated to a School or Division within the University, please use [Asset Transfer / Loan Form](#)
- If the Item for disposal has been stolen or is missing, please use a [Stolen / Missing Equipment Report](#).
- You may enter the required information by initially clicking on the shaded area to the right of the heading 'School/Division', and then use the 'Tab' key to navigate to the next cell once the information has been entered.
- 'Condition Code', 'Reason for Disposal Code', and 'Method of Disposal Code' can be selected from a 'drop-down box' by left mouse-click on the cell.
- Where the age of the asset is not known, please provide an educated guess of the age of the asset to the closest whole year.
- For minor equipment, please note the disposal on your minor equipment register.