

Please refer to page 2 for physical disposal / collection instructions

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)  
 CONFIDENTIAL EMAIL: [assets@csu.edu.au](mailto:assets@csu.edu.au)

# ASSET DISPOSAL FORM

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:
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 \_\_\_\_\_ Date: \_\_\_\_\_  
 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.

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

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

ASSET OFFICE USE	Processed/Filed	Signature: _____	Date: _____
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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 Information

- Further information on assets, along with the forms and reports mentioned on this page, are available on the [Finance Guides and Manuals](#) page in the **Assets** section at the bottom of the page.
- All University-owned IT equipment that is surplus to requirements must be disposed of through the CSU Computer Shop. This includes all laptops, tables, desktop computers, monitors, docking stations, external DVD / hard disk drives, printers, cabling, power boards, software, mobile phones and digital cameras etc.
- This **Asset Disposal Form** is required for audit purposes and must be completed with the necessary authorisations prior to disposal of an asset, software or an item of equipment.
- If the cost price of the asset was less than \$10,000 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. Please email the original of this form with supporting documents to the [Asset Manager](#). Please retain a copy for your records.
- If the cost price of the asset was greater than \$10,000 the Asset Manager will arrange for the form to be approved by a delegated financial officer, who 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 complete an **Asset / Minor Equipment Disposal Form** and send to the [Asset Manager](#). To facilitate payment for the asset, please also complete an online [FAST](#) Journal Transfer for approval and processing by the school or division that is purchasing the asset from you.
- 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 to the [Asset Manager](#). Please retain a copy for your records.
- If the item for disposal has been donated to a school or division within the University, please submit an **Asset Transfer / Loan Form**.
- If the item for disposal has been stolen or is missing, please submit a **Stolen / Missing Equipment Report**.
- Where the age of the asset is not known, please provide an educated guess.
- Collection by the Computer Shop can be arranged by submitting an online request for collection through the <https://staffservicecentre.csu.edu.au>
- Please note this disposal on your minor equipment register.