



**UNIVERSITY OF NEW ENGLAND  
ASSETS – DISPOSAL AUTHORITY**

Application Number:.....

THIS FORM IS REQUIRED FOR AUDIT PURPOSES AND MUST BE COMPLETED WITH THE NECESSARY AUTHORISATIONS **PRIOR TO DISPOSAL** OF AN ASSET (including Assets not recorded on Financial Services Asset Register). See Asset Disposal Policy for more information.

Owner Organisation: ..... Organisation Code: .....

Description of Asset:.....

Asset Register No:..... Serial No:..... Bar Code No:.....

Purchase Price \$..... Purchase Date:..... Location:.....

Reason for Disposal:.....

Proposed Method of Disposal:.....

Name of Applicant:..... Signature:..... Date:.....

**Contact Phone Number:**.....

**Sale Proceeds to Account Codes:** \_\_\_\_, \_\_\_\_, \_\_\_\_, **6728 or 6729, 0, 0.**

*Attach a List if more than one asset. Leave room for comment between each item.*

**AUTHORISATIONS**

**(A) Head of Centre** (Agree to Dispose of above Asset)

Remarks:.....

Name:..... Signature:..... Date:.....

*(Please now forward this form to the Assets Officer (Financial Services Directorate) who will attend to the remaining authorisations)*

**(B) Assets Officer** (Confirmed, consistent with policy, registered, account code checked)

Name:..... Signature:..... Date:.....

Remarks:.....

**(C) Purchasing & Supply** (Authorisation required if anticipated disposal value exceeds \$2000)

Name:..... Signature:..... Date:.....

Remarks:.....

**(D) Disposal Recommendation** (IT Division / Facilities Management / Other.....)

**Recommendation:** Auction / Trade-in / Scrap, Dump / Use as Parts / Approved Gift / Tender  
Transfer / Stolen / Other..... (Circle)

Reserve Price: \$..... Remarks:.....

Name:..... Signature:..... Date:.....

**(E) DIRECTOR, FINANCIAL SERVICES**

Approved / Not Approved

Name:..... Signature:..... Date:.....

Remarks:.....

**(F) Disposal of Asset** (As per Approved Method)

**Disposal Action Taken:**..... Name:.....

Signature:..... Date:.....

Ref. No:..... Amount \$.....

Confirm Computer Related Equipment has UNE related programs wiped from the hard drive. (Initial) .....

*(Please return completed form to Financial Services Directorate to keep on File for Audit Purposes)*

**(G) Assets Officer**

Asset Register Updated – Name:..... Signature..... Date:.....

**PROCEDURE FOR THE SALE/DISPOSAL OF EQUIPMENT**

1. IDENTIFY THE EQUIPMENT FOR SALE/DISPOSAL AND RECORD ON THE FORM. WHERE APPLICABLE, QUOTE THE ASSET NUMBER AS PER FINANCE ONE ASSET REGISTER. Print your name, sign and date.
2. OBTAIN APPROVAL FROM THE HEAD OF CENTRE. Require Name printed, signed and dated.
3. SEND FORM TO THE ASSETS OFFICER, FINANCIAL SERVICES DIRECTORATE, LAMBLE BUILDING.
4. THE ASSETS OFFICER WILL REGISTER THE APPLICATION TO DISPOSE OF EQUIPMENT.
5. THE APPLICATION IS THEN FORWARDED TO EITHER ITS, FMS, SUPPLY OFFICER OR SPECIALISED EXPERT FOR RECOMMENDATIONS AS TO WHAT METHOD OF DISPOSAL IS MOST APPROPRAITE AND WHERE APPLICABLE RECOMMEND A RESERVE PRICE. Proposed method of disposal will be taken into consideration. (Reserve price is based on previous Auctions, second hand price listings, market trends)
6. THE APPLICATION IS RETURNED TO THE FINANCIAL SERVICES DIRECTORATE WHEREUPON THE FINANCIAL SERVICES DIRECTOR WILL APPROVE OR NOT APPROVE THE DISPOSAL OF THE ASSET. The form will then be returned to the centre advising of approval or non-approval.
7. ITEMS RECOMMENDED FOR AUCTION WILL BE COLLECTED BY FMS AND PREPARED FOR THE NEXT AUCTION.
8. Electronic Equipment recommended for Disposal or Sale is to be directed to FMS for Auction, Recycling or Disposal. *(No item is to be sold to any individual or organisation except in special circumstances. See Policy)*
9. ONCE THE ITEM HAS BEEN DISPOSED OF, COMPLETE THE FINAL PORTION OF THE ASSET-DISPOSAL AUTHORITY AND RETURN THE FORM TO THE ASSET OFFICER, FINANCIAL SERVICES DIRECTORATE, LAMBLE BUILDING.

*(The excess Monies received over \$100.00, is to credited to the centre disposing of the asset)*