### Department \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

### **EQUIPMENT /ITEM DETAILS:**

|  |  |  |  |
| --- | --- | --- | --- |
| Asset No |  | Description |  |
| Request Date |  | Purchase Date |  |

### **METHOD OF DISPOSAL:** ( Mark √ and Fill on the respective section)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Sold ( )** - Complete Section 1 | | **Traded ( ) - Complete Section 2** | | **Damaged ( ) -** Stolen or Missing - Complete Section 3 |
| **Scrapped \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | | | | |
| **Donated to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | | | | |
| **Book Value:** | **Disposal Value:** | | **Profit/(Loss) on Disposal** | |

### **Section 1- SOLD**

|  |  |  |
| --- | --- | --- |
| **Sale Price Dhs** | **Receipt No** | **Sale Date :** |
| **Sold To** |  | |

### **Section 2 - TRADED**

|  |  |  |
| --- | --- | --- |
| **Traded Price** |  | **Sale Date :** |
| **Traded To** |  | |

### **Section – 3 DAMAGED OR STOLEN**

|  |  |  |
| --- | --- | --- |
| **Reason for Loss :** | | Insurance Claim : Yes / No |
| **Loss Detected by Date:** | **Loss Reported to Police:** | |

### **Approval:**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# General Manager Checked by Finance