

I.T ASSET DISPOSAL FORM

Note: This form is to be used (where required) by sites when disposing of goods via, sale, trade-in, transfer, donation, salvage or dumping as per the work instruction reference number KF/IT/001.

Approval is sought to dispose of surplus/obsolete /unserviceable Goods at:-

Site Name:				
Contact Name:				
Third Party Details:	Name:		Company:	
	Number:			
	Email Address:			
Quantity	Item Description (If insufficient space please attach separate sheet)	Serial No:	Asset No:	Written-Down Value Ksh

Preferred Disposal Action:

- | | |
|--|---|
| <input type="checkbox"/> Sale to public auction | <input type="checkbox"/> Sale to internal staff |
| <input type="checkbox"/> Sale as scrap material | <input type="checkbox"/> Trade-in |
| <input type="checkbox"/> Disposal as waste material | <input type="checkbox"/> Disposal via Donation |
| <input type="checkbox"/> Transfer to another KIM-FAY site (provide details of recipient) | <input type="checkbox"/> Retain for spare parts |
| <input type="checkbox"/> Transfer to other Dept (provide details of recipient) | |
| <input type="checkbox"/> Other – (please specify) | |

Director to Endorse:

Endorsed..... / Not Endorsed.....

Name

Sign.....

Date:/...../.....

***Delegate with Appropriate Disposal Authority:**

Endorsed..... / Not Endorsed.....

Name

Sign.....

Date:/...../.....

Note: KIM-FAY E.A Ltd offers no warranty on the condition of the equipment it shall sell or donate. Items shall be sold as is / where is with no guarantee of lifespan given. Items once sold shall not be returned or exchanged.

Date of Disposal