

FIXED ASSET DISPOSAL FORM

Requested Dept : 총무		Location : 군포 Logistics		Date 1900-01-01										
Asset Description														
Type of Asset 데스크탑		Short Description of Asset 캡스		Date of Disposal										
Asset Tag/Register No.	Attached	Q'ty	Attached	Date of Acquisition:	Attached									
SAP Asset No. (Finance Only)	Attached			Acquisition Cost:	0									
				Residual Value:										
Current Condition of Equipment														
Excellent (like new) <input type="checkbox"/> Good (Working) <input type="checkbox"/> Poor (needs repair) <input type="checkbox"/> Not Working <input checked="" type="checkbox"/>														
Reason for Disposal :														
Disposal Method Requested For above :														
<input type="checkbox"/> Offer for Sale (Please attach Sales Quotation) <table style="float: right; margin-left: 20px;"> <tr> <td>Market Price (If applicable)</td> <td>KRW</td> <td></td> </tr> <tr> <td>Offered Sales Price</td> <td>KRW</td> <td></td> </tr> <tr> <td>Expected Gain/Loss</td> <td>KRW</td> <td></td> </tr> </table>						Market Price (If applicable)	KRW		Offered Sales Price	KRW		Expected Gain/Loss	KRW	
Market Price (If applicable)	KRW													
Offered Sales Price	KRW													
Expected Gain/Loss	KRW													
<input checked="" type="checkbox"/> To be scrapped <table style="float: right; margin-left: 20px;"> <tr> <td>Expected Loss</td> <td>KRW</td> <td>0</td> </tr> </table>						Expected Loss	KRW	0						
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<input type="checkbox"/> Item Missing / Stolen (Please attach incident report) <table style="float: right; margin-left: 20px;"> <tr> <td>Expected Loss</td> <td>KRW</td> <td></td> </tr> </table>						Expected Loss	KRW							
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Authorization Signatures														
Requester	Head of Dept	Head of Div	Management(CFO)	Management(CEO)										
Checked By														
Fixed asset management Staff :			Finance & Accounting Manager :											