



## Fixed Asset Disposal Form

**Documentation related to the asset disposal must be attached to this form**

Asset No.

Serial No.

Disposal Date

Disposal Method

Account code used for proceeds

Invoice/Receipt No.

Proceeds

Disposal Cost

Description Of Item And reason For Disposal

Disposal Prepared By (Print Name)

Signature

Date

Disposal Authorised By (Print Name)

Signature

Date

Authorised by Senior Leadership team  
member

Signature

Date

**Upon Completion of this form, the signed form needs to be returned to the Financial Control Team, Financial Services Division, or Scan the completed and signed form and email to: [fsd.assets@otago.ac.nz](mailto:fsd.assets@otago.ac.nz)**