



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 Deletion

Deletion Prepared By (Print Name)

Signature

Date

Deletion Authorised By (Print Name)

Signature

Date

Authorised by VCAG member

Signature

Date

**Upon Completion of this form, the signed form needs to be returned to the Assets Officer, Financial Services Division.
Or Scan the completed and signed form and email to: fsd.assets@otago.ac.nz**