**AS004 – ASSET RETIREMENT FORM**

* Please complete sections [1](#_SECTION_1:_), [2](#_SECTION_2:_) (one part only) and [3](#_SECTION_3:_) for each asset to be retired.
* Refer to [PUR001](https://uct.ac.za/media/10307) for the Disposal of redundant and second hand goods and [GEN002](https://uct.ac.za/media/10311) for the Delegated authority policy.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| ***SECTION 1: Origin and description of asset:*** | | | | | | |
| Disposing department name | | |  | | Disposing department ORG code |  |
| Asset description | | |  | | Asset number |  |
| Date acquired | | |  | | Book value at date of retirement |  |
| Original cost | | |  | | PO number/PCard doc number of original purchase |  |
|  | | | | | | |
| ***SECTION 2: Method of disposal*** | | | | | | |
| **2.1** | ***RETURNED FOR CREDIT: Complete this section and section 3, and send to*** [***fnd-assets@uct.ac.za***](mailto:fnd-assets@uct.ac.za)***.*** | | | | | |
| Date returned | | |  | | | |
|  | | | | | | |
| **2.2** | ***LOST, STOLEN, OR DAMAGED BEYOND REPAIR:* *Complete this section and section 3, and send to*** [***fnd-assets@uct.ac.za***](mailto:fnd-assets@uct.ac.za)***.*** | | | | | |
| Details of incident | |  | | | | |
| Date of incident | |  | | | Insurance claim number, if applicable |  |
|  | | | | | | |
| **2.3** | ***TRADED-IN: Complete this section and section 3, and send to*** [***fnd-assets@uct.ac.za***](mailto:fnd-assets@uct.ac.za)***.*** | | | | | |
| Date traded-in | | |  | | Trade-in amount |  |
|  | | | | | | |
| **2.4** | ***SOLD: Complete this section and section 3, and send this form together with the proof of payment to*** [***fnd-assets@uct.ac.za***](mailto:fnd-assets@uct.ac.za)  ***NB: No SD forms to be submitted to the Debtors department – the Assets department will receipt the money into the appropriate fund*** | | | | | |
| Customer name | | |  | | Customer number | 18888 |
| Fund the sales proceeds to be processed against | | |  | | Date sold |  |
| Cost centre sales proceeds to be processed against | | |  | | Amount received |  |
| ***Note:*** *Please inform the customer that the bank statement payment reference should include the prefix* ***“Asset Sale 18888”****.* | | | | | | |
|  | | | | | | |
| **2.5** | ***DISCARDED or DISMANTLED: Complete this section and section 3, and send the form to*** [***fnd-assets@uct.ac.za***](mailto:fnd-assets@uct.ac.za) | | | | | |
| Details | | |  | | | |
| Date discarded/dismantled | | |  | | | |
|  | | | | | | |
| **FORM COMPLETED BY**: | | | *Name:* | *Signature:* | | *Date:* |

|  |  |  |  |
| --- | --- | --- | --- |
| ***SECTION 3: Authorisations*** | | | |
| **ALL RETIREMENTS** | **HEAD OF DEPARTMENT** | | |
| *Name:* | *Signature:* | *Date:* |
| **ALL RETIREMENTS WITH BOOK VALUE > R 50 000** | **DEAN / GSB DIRECTOR / ED: PASS DEPARTMENT** | | |
| *Name:* | *Signature:* | *Date:* |
| **ALL RETIREMENTS WITH BOOK VALUE > R500 000** | **DVC (RESEARCH & INTERNATIONALISATION) / CHIEF FINANCIAL OFFICER** | | |
| *Name:* | *Signature:* | *Date:* |
| **LAND AND BUILDING** | Approval by UFC and Council | | |