

**SECTION A – TO BE COMPLETED BY INSTITUTE / DIRECTORATE**

Institute / Directorate		Asset Location <small>(before transfer if appl.)</small>	
<b>EQUIPMENT IDENTIFICATION</b>			
Asset #	Barcode #	Serial #	
Asset Description			
<b>METHOD OF DISPOSAL (Select one of the following)</b>			
Sold / Trade-in	Sale Price <small>(inc. GST)</small>	Receipt #	Sale Date
Stolen or Missing	Reason for loss:		
	Loss detected by:		Date missing:
Scrapped / Recycled	Reason for scrapping:		
			Date scrapped:
Donation	Donated to:		Date donated:
Transfer	Transferred to <small>(ie campus, Institute/Directorate):</small>		Date transferred:
<b>DISPOSAL DECLARATION</b>			
In submitting this form, I declare the information provided to be true and correct.		Signed by authorised officer	

PLEASE EMAIL COMPLETED FORM TO [financialaccounting@federation.edu.au](mailto:financialaccounting@federation.edu.au)

**SECTION B – FINANCE TO COMPLETE**

Financial Delegate Approval	
Comments	
Processed in HardCat by:	HardCat process date