

**United Nations Development Programme**

COUNTRY OFFICES REQUEST FOR

ASSET DISPOSAL (RAD FORM)

FOR ITEMS WITH NBV UNDER $5000

**CO-RAD No:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| To be Completed by Submitting Office |
| **Submitting Country Office:**  | **Date of Request:**  |
| **Signature of Asset Focal Point:****\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****Name:** | **Signature of ICT Focal Point (Technical Clearance):****\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****Name:** |

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| **1. Description**(item name/ model/manufacturer) | **Serial Number**(Not applicable for furniture) | **Atlas Asset ID** (Atlas generated number) | **Atlas Tag ID**(UNDP bar-coded label) | **Location**(Current location in ATLAS) | **Year of****Purchase** | **Atlas****Purchase Value**  | **Net Book Value of Asset** | **Disposal Method** |
|       |       |       |       |       |       |  |       |       |
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| **Total Value of Assets Disposed (enter $ in value column)** |  |  |  |  |  |  |  |  |

**\* Insert rows if you need more space to list disposal items.**

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| **2. Nature of Survey Case:****[ ]  Wear/Tear****[ ]  Exceed Lifespan/Minimum Standards****[ ]  Scheduled Replacement****[ ]  Surplus** **[ ]  Loss** **[ ]  Damage** **[ ]  Theft** **[ ]  Vehicle Accident****[ ]  Inventory Discrepancy** **[ ]  Other (Specify)**  | **3. Recommended Disposal Method****a. [ ]  Donation****b.** **[ ]  Discard/Recycle** **c.** **[ ]  Re-Use of Parts** **d. [ ]  Trade-In (Estimated Value) USD****e.** **[ ]  Competitive Sale Value USD** **f.** **[ ]  Other (Specify)**  | **4. Recommended Financial Responsibility****[ ]  UNDP****[ ]  Staff Member****[ ]  Other (Specify)**  |

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| **5. Summary of Case:**  |

**6. Authorized by RR &/or CPO**

**Date:**       **Signature and Title:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 **Name:**

**7. Asset has been disposed as per approved disposed method.**

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| **[ ]  Donated (Acknowledge letter is attached.)** |

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| **[ ]  Discard/Recycled ( Certification letter is attached from Vendor) Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |

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| **[ ]  Other (Specify)** |

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| **[ ]  Competitive Sale Value USD       4. Sale invitation, E-bay quote, Signed sale form and Checks have been forwarded to  Treasury Section.**  **Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_** |

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| **Summary of Disposal:** |

**Date:**       **Signature and Title:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 **Operation Manager, ( Name )**