

**United Nations Development Programme**

COUNTRY OFFICES REQUEST FOR

ASSET DISPOSAL (RAD FORM)

FOR ITEMS WITH NBV UNDER $5000

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

|  |  |
| --- | --- |
| 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:** |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **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** |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
| **Total Value of Assets Disposed (enter $ in value column)** |  |  |  |  |  |  |  |  |

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

|  |  |  |
| --- | --- | --- |
| **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)** |

|  |
| --- |
| **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.**

|  |
| --- |
| **Donated (Acknowledge letter is attached.)** |

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

|  |
| --- |
| **Other (Specify)** |

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

|  |
| --- |
| **Summary of Disposal:** |

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

**Operation Manager, ( Name )**