

**CO-RADC No:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_

COUNTRY OFFICES REQUEST FOR

ASSET DISPOSAL (RAD FORM)

FOR ITEMS with NBV $5000 & ABOVE  
 (see section 1.0 of the CAP User guide)

**United Nations Development Programme**

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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:** |

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| To be Completed by Secretary of CAP/ACP | |
| **Meeting Number:** | **Date of Meeting:** |
| **Case Number:** |  |
| **6. Recommendation by CAP/ACP:**  **Date:**       **Signature and Title**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |

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

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

**Name:**

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

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| **Donated (Acknowledge letter is attached.) Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |

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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):**

**POPP LINK**

[https://popp.undp.org/SitePages/POPPSubject.aspx?SBJID=255&Menu=BusinessUnit](https://popp.undp.org/node/10371)