**United Nations Development Programme**



**HQ Request for Asset Relocation Form**

**HQ-RAR:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_
(To be filled by ASD)

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| To be Completed by Submitting Office |
| **Submitting Office:**  | **Date of Request:**  |
| **Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Name/Title:**  | **Phone Number:**  |

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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) | **Location**(New location) |
|       |       |       |       |       |       |
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| **Reason for Relocation:** |

**Approved by Manager, OSS/ASD/OFM/BOM**

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

 **Mary Mugambi, Manager, OSS/ASD/OFM/BOM**

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| To be Completed by Maintenance |
| **Action Taken By:** | **Date:** |

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| To be Completed by Asset Focal Point (ASD) |
| **Asset Location has been reflected in ATLAS.** |  |
| **Action Taken By:** | **Date:** |