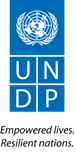
**United Nations Development Programme**



**HQ Request for Asset Relocation Form**

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

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

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **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**

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

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